

**AGREEMENT**  
**BETWEEN**  
**ST. LOUIS COUNTY BOARD OF COMMISSIONERS**  
**AND**  
**COUNCIL 5, AFSCME**  
**REPRESENTING**  
**ST. LOUIS COUNTY CIVIL SERVICE**  
**BASIC UNIT EMPLOYEES**

2020-2022

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**AGREEMENT**

**BETWEEN**

**ST. LOUIS COUNTY BOARD OF COMMISSIONERS**

**AND**

**COUNCIL 5, AMERICAN  
FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES,  
REPRESENTING ST. LOUIS COUNTY BASIC UNIT EMPLOYEES**

**PREAMBLE**

The County of St. Louis, Minnesota, (hereinafter referred to as the “Employer”) through its duly authorized representatives and the City and County Public Service Union Local 66, affiliated with the American Federation of State, County, and Municipal Employees, which local union is exclusively represented by Council 5, (which Council 5 is hereinafter referred to as the “Union”) representing the employees covered by this agreement do hereby agree as to the terms and conditions of their employment.

**ARTICLE 1 - RECOGNITION**

Section 1. The Employer recognizes the Union as the exclusive representative for collective bargaining purposes of all employees of the County of St. Louis who are public employees within the meaning of Minn. Stat. Sec. 179A.03, Subd. 14, excluding all St. Louis County Merit System employees, all Investigators in the County Attorney’s Department, all non-clerical employees of the St. Louis County Public Works Department - Maintenance Divisions, and all essential, supervisory and confidential employees.

Section 2. The Employer or its representative shall not enter into any agreements or bargain collectively or individually in any way which conflicts with the terms of this Agreement.

**ARTICLE 2 - MANAGEMENT RIGHTS**

The Employer has and retains the right to control its properties, maintain order and efficiency, determine the amount of supervision, direct the work force, hire, promote, transfer, assign, suspend, demote, discharge or retain employees in this unit, and take whatever action to carry out the mission of the Employer in situations of emergency.

Such rights and responsibilities are limited only to the extent specifically modified within this Agreement.

### **ARTICLE 3 - UNION SECURITY**

Section 1. Payroll deductions shall be made monthly from the salary of the employees upon presentation by the Union of authorized certification from the proper Union representatives and said Union dues deductions shall be remitted to the Union within fifteen (15) days.

Section 2. The Employer shall deduct from the wages of any employee who is a member of the Union a P.E.O.P.L.E. deduction as provided for in a written authorization voluntarily executed by the employee on a form mutually agreeable to the Employer and the Union. The deduction shall be discontinued upon reasonable advance written notice from the employee to the Employer. The Employer shall remit any deductions made pursuant to this provision monthly to the Union.

Section 3. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken at the written request of the Union pursuant to Sections 1, 2, or 3 of this Article.

Section 4. Upon written request of the employee, arrangement shall be made to permit leaves without pay from duty not to exceed one week duration, but limited to five (5) employees at any one time for representation of the Union at International, State, or District meetings.

Section 5. Subject to approval of the Department Head, Union representatives shall have access to the premises to meet and confer with the employees. The Union agrees that its representatives shall not interfere with the normal operation of the Employer's facilities at any time.

### **ARTICLE 4 - WORK DAY/WORK WEEK**

Section 1. The normal workday shall be seven and one-half (7½) hours except where negotiated schedules are in effect. The normal workday shall be Monday through Friday and the normal work hours shall be between 8:00 a.m. and 4:30 p.m. The normal workweek shall begin at 12:00:01 a.m. Saturday and end at 12:00 midnight Friday and have thirty seven and one-half (37½) hours in the normal workweek. An optional four (4) day workweek may be negotiated upon mutual agreement between the Department

Head and the Union. Flextime work schedules or job sharing arrangements may be had upon mutual agreement between the Board, the Department Head, and the Union.

The annual work year shall be one thousand nine hundred fifty (1950) hours.

Section 2. All employees shall receive two (2) break periods of fifteen (15) minutes each during a seven and one-half (7½) hour work day. Those employees working seven and one-half (7½) hours may receive an unpaid one (1) hour lunch period.

Section 3. Employees may be required to work shifts or schedules as designated by the Department Head. Any schedule change proposed by the Employer shall be submitted to the Union for review on a meet and confer basis.

If the Union does not agree to the schedule change within fourteen (14) days after the proposed change is submitted to the Union, the proposed change may be submitted by the Employer to the Schedule Review Committee for consideration.

The Committee's jurisdiction shall be limited to either approving or rejecting the proposed schedule change. The decision of the Schedule Review Committee shall be binding on the Employer and the Union and shall not be subject to the grievance procedure of Article 22.

The Schedule Review Committee shall be a standing Committee composed of five (5) members, two (2) members designated by the Union, two (2) members designated by the Employer, and a fifth, neutral member selected by mutual agreement of the other four (4) members. If the four (4) Committee members cannot agree on selection of the fifth member, the two sides shall each nominate one (1) person and the neutral shall be designated from among the nominees by flip of a coin. Each side shall nominate the proposed fifth member within ten (10) days after request by the other side. At any time either party may substitute one (1) member to serve on the Committee, it being anticipated that either party may want at least one (1) member of the Committee who is familiar with scheduling issues in the Department in which the schedule change is being brought forward to the Committee.

The neutral member shall be the chair of the Committee and shall vote to break ties. The Schedule Review Committee shall hear the matter and render its decision within thirty (30) days after the proposed change is submitted to the Union.

Section 4. There shall be no split shifts nor shall work be scheduled on a four (4) hours on and four (4) hours off basis. Upon mutual agreement, the Employer and the Union may meet and confer regarding the use of no-pay days for County employees. No employee shall be scheduled for more than one shift in a twelve (12) hour period except with the employee's consent.

Section 5. The County Board shall designate one (1) County official or his/her alternate who shall have exclusive and complete authority on behalf of all departments to uniformly designate closing of all County offices and departments in a given area, Duluth, or Iron Range, for snow, storms or blizzards.

## **ARTICLE 5 - WAGE RATES AND PAY DATES**

Section 1. Pay dates shall be every other Friday and pay periods shall commence at 12:00:01 a.m. Saturday and shall end at 12:00 midnight Friday. The official payroll year shall be defined as commencing with the beginning of the pay period covered by the first bi-weekly paycheck of the new calendar year. Vacation and sick leave hours accrued will be stated on each paycheck, current to within one pay period. The end of the payroll year shall apply to administration of the maximum sick leave accruals, waivers from the maximum vacation accrual, as well as to the use of allotted personal leave days, as specified in other provisions of this agreement.

Section 2. The bi-weekly and hourly wage rates annexed hereto as Exhibit "A" shall be paid all employees within this jurisdiction effective retroactive to December 21, 2019 (an increase of \$.40 per hour increase to the base wage, with an additional 2.0% increase). The bi-weekly and hourly wage rates annexed hereto as Exhibit "B" shall be paid all employees within this jurisdiction effective December 19, 2020 (2.25% increase). The bi-weekly and hourly wage rates annexed hereto as Exhibit "C" shall be paid all employees within this jurisdiction effective December 18, 2021 (2.25% increase). Employees who have resigned, other than a retirement during the contract duration, or have involuntarily separated are not eligible to receive retroactive pay increases. Wage adjustments will be applied for the full pay period covered by the first bi-weekly paycheck of the new contract year. No lower or higher rates of pay shall be paid unless previously negotiated between the Employer and the Union.

When a new classification is created, the rate of pay for such new classification shall be negotiated between the Employer and the Union.

Section 3. Longevity. Upon receiving a work performance rating of competent for the preceding year, an employee shall receive an increase in pay equal to one pay step, after the 8<sup>th</sup>, 12<sup>th</sup>, 16<sup>th</sup>, 20<sup>th</sup> and 24<sup>th</sup> consecutive years of service without a break in employment. All such increases shall be carried in promotion or demotion. Part-time employees working one thousand (1000) hours or more per year for each year of continuous service shall receive a one step increase after eight (8), twelve (12), sixteen (16), twenty (20), and twenty-four (24) years of service.

Beginning December 18, 2021, upon receiving a work performance rating of competent

for the preceding year, an employee shall receive an increase in pay equal to one pay step as outlined in Appendix C, after the 8<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, 14<sup>th</sup>, 16<sup>th</sup>, 18<sup>th</sup>, 20<sup>th</sup> and 22<sup>nd</sup> consecutive years of service without a break in employment. All such increases shall be carried in promotion or demotion. Part-time employees working one thousand (1000) hours or more per year for each year of continuous service shall receive a one step increase after eight (8), ten (10), twelve (12), fourteen (14), sixteen (16), eighteen (18), twenty (20), and twenty-two (22) years of service.

Section 4. Out-of-Class Assignment. In order to accomplish the duties and responsibilities assigned in a position which is unoccupied due to the temporary, short-term absence of an incumbent, an employee in a position allocated to a lower salary grade may be assigned to perform all or part of the duties of the vacant position. If the employee having newly assigned job duties is required to perform a majority of the duties and responsibilities that serve as the basis for the higher grade allocation of the vacant position for five (5) days or more, the employee shall be considered to be working "out-of-class" and shall receive an Emergency Appointment to the higher classified position, retroactive to the first day of the current out-of-class assignment.

Section 5. Employees working a regular shift commencing between the hours of 2:00 p.m. and 10:00 p.m. shall, in addition to their hourly pay, receive a shift differential equal to \$.50 per hour effective the first day of the first payroll period for 2017 for each hour worked during such a shift. Employees working a regular shift commencing between the hours of 10:00 p.m. and 5:00 a.m. shall, in addition to their hourly pay, receive a shift differential equal to \$.60 per hour effective the first day of the first payroll period for 2017 for each hour worked during such a shift.

## **ARTICLE 6 - OVERTIME**

Section 1. All employees required to work over seven and one-half (7½) hours per day or thirty-seven and one-half (37½) hours per week shall be paid in cash at the overtime rate of one and one-half (1½) times their regular rate. However, each hour over seven and one-half (7½) per day or thirty-seven and one-half (37½) per week may be taken as compensatory time at time and one-half.

All employees who choose to bank compensatory time off shall be permitted to bank such compensatory time off without restriction as to the number of hours banked, but in no case shall accumulated compensatory time exceed the maximum allowable under the Fair Labor Standards Act. Compensatory time off shall be taken at times agreed to by the supervisor and the employee. If an employee is unable to use and take said compensatory time off before the end of the payroll year, the employee shall automatically be paid for said accumulated compensatory time in a separate check no later than January 15 of the following year in which the compensatory time was earned, except that at the employee's

option, up to thirty-seven and one-half (37½) hours of compensatory time may be carried over to the following year. All overtime payoffs shall be paid at the pay plan rate in effect during the payroll year in which the overtime was earned.

Section 2. No overtime shall be paid when employees switch shifts or substitute for each other for their own convenience and not as instructed by the supervisor.

Section 3. Each Department shall post notice of the Department's overtime distribution policy. The policy shall be based on one or more of the following methods of distribution of overtime: (1) project based; (2) as equal as possible within the classification assigned the work; and (3) by seniority within the classification assigned the work. The Union shall be afforded the opportunity to meet and confer with the Department Head before the policy is initially adopted and posted and if the policy is modified in the future. Failure to follow the final overtime policy shall be subject to the grievance procedure. The overtime policy shall remain in effect for the duration of the collective bargaining agreement unless a change is negotiated.

Section 4. Authorized paid time off in the form of vacation, personal leave or holiday pay shall count as "hours worked" for the purpose of computing overtime. Sick leave and compensatory time shall not count as "hours worked" for the purpose of computing overtime.

## **ARTICLE 7 - CALL BACK**

Section 1. All employees who have completed their daily shift and have returned home and are called back to return to work before the beginning of the next daily shift shall be termed as an emergency call-out and shall be paid at the minimum rate of three (3) hours at time and one-half (1½) the employee's basic hourly rate of pay for each such call-back. Call back hours shall not be credited as "hours worked" in the calculation of total work day/work week hours for overtime computation.

Section 2. Section 1 of this Article shall not apply to within a four (4) hour period immediately preceding the regular starting time. All employees required to come on duty within this four (4) hour period shall be allowed time and one-half on a quarter hour basis to the nearest quarter hour. An employee who reports to work within this four (4) hour period shall be allowed to work his/her normal work shift.

## **ARTICLE 8 - HOLIDAYS**

Section 1. Holiday Schedule. All permanent and probationary employees shall be entitled to the following guaranteed paid holidays: New Year's Day, Martin Luther King

Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day (November 11), Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Provided, however, when New Year's Day, Independence Day, Veterans Day, or Christmas Day falls on a Saturday, the Friday preceding is the official holiday and if they fall on Sunday, the Monday following is the official holiday; except for employees whose normal work week regularly includes Saturdays and Sundays, holidays shall be considered to be on the day on which the holiday actually falls.

Section 2. Holiday Pay Eligibility. If an employee is not scheduled to work on a holiday the employee shall receive seven and one-half (7½) hours pay at the regular rate of pay. However, to be eligible to receive a paid holiday, an eligible employee must be in payroll status on the normal scheduled work day immediately preceding and the normal scheduled work day immediately following the holiday(s). Payroll status shall be defined as when actually working, on paid vacation, paid sick leave, compensatory time off, paid personal leave day, or on a paid leave of absence.

Section 3. Holiday Pay. Employees required to work on any of the aforementioned holidays shall be considered working overtime and compensated accordingly as provided in Article 6, in addition to holiday pay or another day off. Employees shall be paid two and one-half (2½) times their regular rate for all hours worked over seven and one-half (7½) hours on a holiday.

Section 4. Part-time Employees. Part-time employees shall receive holidays and personal leave on a pro-rated basis. For purposes of prorating personal leave and holidays (for which employees are eligible after working four hundred eighty nine (489) hours) the first four hundred eighty nine (489) hours worked will be divided by the number of pay periods to determine the average hours worked per pay period. The average hours worked per pay period will then be divided by seventy-five (75) to determine the percentage of proration for the remainder of the calendar year. Annually thereafter, straight time hours worked in the preceding year will be divided by one thousand nine hundred fifty (1950) to determine the percentage or proration. Employees continuously employed since on or before January 1, 1993, shall continue to receive their present holiday and personal leave benefits.

## **ARTICLE 9 - PERSONAL LEAVE**

Section 1. Two (2) days of personal leave with pay will be granted to permanent and probationary employees in the first year of employment and four (4) days of personal leave with pay each year thereafter. Personal leave may be taken in one-half (½) hour increments. Personal leave shall not accumulate from year to year. Approval for personal leave shall require mutual agreement between the employee and his/her

supervisor. An employee requesting personal leave in writing, with at least five (5) working days advance notice, shall be given a written response at least three (3) working days before commencement of the requested leave. New employees must work four hundred eighty nine (489) hours before being eligible to use personal leave days.

Section 2. Eligible part-time employees shall receive prorated personal leave in accordance with Article 8, Section 4, above.

### **ARTICLE 10 - VACATIONS**

Section 1. Permanent and probationary employees shall earn vacation with pay in accordance with the following schedule:

<b><u>Years of Service</u></b>	<b><u>Hours per Pay Period</u></b>
Commencing 0 through 1 years	2.00
Commencing 2 through 3 years	3.75
Commencing 4 through 5 years	5.25
Commencing 6 through 10 years	6.5
Commencing 11 through 15 years	7.25
Commencing 16 through 20 years	7.75
Commencing 21 through 24 years	8.25
25 Years and Over	9.0

Employees are eligible to receive and use accrued vacation with pay upon successful completion of 489 hours or three (3) calendar months, whichever is later.

Changes in vacation earnings shall be effective the beginning of the pay period that includes the first of the month following the employee's required years of service.

Vacation for full-time and part-time employees shall be given in accordance with present Civil Service Rules on vacations. Vacations may be taken in one-half (½) hour increments. The employer shall give good faith consideration to granting employees vacation requests, subject to the needs of the department.

Vacation for seven and one-half (7½) hour day employees may accumulate to a maximum of two hundred seventy (270) hours at the end of any given pay period. Requests to temporarily exceed the two hundred seventy (270) hour maximum may be submitted to the Department Head for consideration pursuant to the Civil Service Rules.

Section 2. Paid holidays occurring during an employee's approved vacation shall not be charged against vacation time but shall be treated as holidays.

Section 3. Upon termination, employees shall be paid up in full for all past earned and accumulated vacation.

Section 4. Permanent part-time employees shall earn, accumulate and be compensated for vacation in accordance with the following conditions:

1. Employees must work at least 1000 hours.
2. The formula for computing vacation hours for part-time employees shall be as follows:

Number of hours worked divided by 75 and then multiplied by the applicable hourly factor according to years of service as outlined in the union contract not to exceed the maximum accrual for each factor. This hourly figure will be rounded up to the nearest one-quarter hour.

#### **ARTICLE 11 - SICK AND PARENTAL LEAVE**

Section 1. Sick leave with pay shall be earned by all permanent and probationary employees in accordance with the following schedule:

<u>Years of Service</u>	<u>Hours per Pay Period</u>
Commencing 0 to 12 months	2.00
Commencing 13 to 24 months	3.75
Commencing 25 months and over	5.25

No sick leave shall accrue if an employee appears on the payroll as “No Pay” (NP) for 18.75 or more hours during a pay period.

Section 2. Sick leave accumulation shall not exceed fifteen hundred (1500) hours (or such greater number of hours, not to exceed nineteen hundred (1900) as an individual employee has accumulated as of the date of ratification by the County Board of the 2012-2014 contract) as of the end of the last pay period of the payroll year. Sick leave shall be accrued in the pay period in which it is earned and deducted in the pay period in which it is used.

Section 3. Employees while on probation shall earn and be permitted use of sick leave.

Section 4. Sick leave may be paid for absence because of an employee’s inability to perform his/her duties by reason of illness or injury, by necessity for medical or dental care, or by exposure to a contagious disease under circumstances in which the health of

employees with whom associated or members of the public necessarily dealt with would be endangered by attendance on duty.

Sick leave may be paid, upon approval of the supervisory staff, for absence due to illness in the immediate family of the employee where attendance of the employee is necessary. "Immediate family" for this purpose shall be defined as parents, step-parents, spouse, children, step-children or wards of the employee.

Sick leave may be paid, upon approval of the supervisory staff, for absence because of death in the immediate family of the employee where attendance of the employee is necessary. "Immediate family" for this purpose shall be defined as spouse, parents of spouse, parents, guardian, children, brothers, sisters, wards of the employee, grandparents or grandchildren or step-family members. An employee may be permitted, upon the approval of his/her Department Head, up to a maximum of ten (10) days sick leave in the event of death in the immediate family, as defined in this subsection, and in conformity with Civil Service Rules and Regulations. An employee with fewer than 3 years of service from date of hire may be permitted, upon approval of his/her Department Head, to go into a negative sick leave balance of up to a maximum equivalent of 3 days if the employee does not have sufficient sick leave to cover the duration of their leave in the event of death in the immediate family as defined above.

Sick leave because of hospitalization of the employee or because of hospitalization or death in the employee's immediate family as defined in Article 11, Section 4, occurring during an employee's approved vacation shall not be charged against vacation time if the employee presents written verification.

Section 5. A Department Head may at any time request an employee to submit complete medical verification, on a form provided by the Employer, as to why the employee's illness or injury prevents the employee from working, if there is a concern about appropriate use of sick leave. The Department Head may indicate whether the verification shall be from an attending or a designated physician.

Section 6. Parental Leave may be paid, upon approval of the supervisory staff, for absence due to the birth or adoption of child(ren) and shall be deducted from the employee's accrued sick leave. An employee may be permitted up to a maximum of three (3) weeks of Parental Leave for bonding purposes within 12 months following the birth or adoption of a child(ren) which occurs after January 1, 2020. This benefit is limited to the employee's child(ren).

The three (3) weeks of Parental Leave are in addition to the paid Sick Leave used by the parent if eligible pursuant to Section 4. For purposes of allowing employees to use the Union's Sick Leave Bank or the Vacation Donation Policy, the birth or adoption of a child(ren) shall be included in the definition of "serious health condition."

In the event a paid parental leave benefit is enacted in state or federal law, an employee must elect to use either the County Parental Leave benefit or the state or federal paid parental leave benefit. The County's Parental Leave benefit may not be stacked on top of a state or federal paid parental leave benefit to result in a paid leave greater than three (3) weeks.

## **ARTICLE 12 - SICK LEAVE BANK**

Section 1. The unit Sick Leave Bank shall be administered by a committee appointed by the Union to permit extensions of sick leave in the event of major illness or injury. The Union shall keep the Employer advised, in writing, of the membership of the Committee. The Committee shall act pursuant to guidelines established by the St. Louis County Board of Commissioners. No employee shall be allowed to participate in the Sick Leave Bank until they have reached the maximum rate of accrual for sick leave.

The Committee, upon establishing a need for additional funding of the Sick Leave Bank, shall provide, written documentation of such need to the Human Resources Director, at the beginning of the payroll year. Upon receipt of reasonable documentation, one (1) day of sick leave will be deducted from the total sick leave accumulation of each unit employee qualified to participate in the Sick Leave Bank and who has not yet donated a day, will be credited to the unit Sick Leave Bank. If additional funding is still needed, parties agree to meet and confer regarding deduction of an additional one (1) day from employees who have already donated.

An employee shall not be eligible to draw from the Sick Leave Bank unless the employee enters into a Sick Leave Bank Reimbursement Agreement, on a form prepared by the Employer, which: (1) acknowledges that the Employer has not agreed, by contract or otherwise, to compensate the employee any amount in excess of the employee's regular wages; (2) requires the employee to reimburse the Sick Leave Bank 100% of the funds received; (3) authorizes and directs the Employer to deduct the amount drawn from the Sick Leave Bank from the wage loss proceeds, if any, awarded in a workers' compensation proceeding or from any other funds designated in the executed Sick Leave Bank Reimbursement Agreement; and (4) includes any other provisions applicable to the individual employee's specific request.

## **ARTICLE 13 - EMPLOYEE INSURANCE PLANS**

Section 1. Health Insurance. The Employer agrees to permit all permanent and probationary employees to be covered by the St. Louis County Group Health Care Plan.\* The Employer shall contribute to the premium as follows for full-time employees:

Single Coverage	91% of Total Single Premium
Family Coverage	82% of Total Family Premium

The Employer shall contribute to the premium for part-time employees pursuant to Section 6 of this Article.

[\*NOTE: The actual descriptions of the Group Health Care Plan benefits are contained in the plan documents and are available in the Human Resources Department.]

Eligibility. Permanent and probationary employees are eligible for group health plan coverage on the first of the month following one (1) full calendar month of employment.

Section 2. Life Insurance. The Employer agrees to pay the full premium for group life insurance for full-time permanent and probationary employees and also contribute to the premium for part-time permanent and probationary employees pursuant to Section 6 of this Article. The amount of group life insurance is based on annual base salary, according to the following schedule:

<u>Annual Base Salary</u>	<u>Policy Amount</u>
Up to \$15,000	\$15,000
\$15,000 - \$20,000	\$20,000
\$20,000 - \$25,000	\$25,000
\$25,000 - \$30,000	\$30,000
\$30,000 - \$35,000	\$35,000
\$35,000 - \$40,000	\$40,000
\$40,000 - \$45,000	\$45,000
\$45,000 and over	\$50,000

Annual base salary shall be computed on January 1 of each year, or for new employees, on their date of hire.

Eligibility. Full-time employees become eligible for life insurance on the first of the month following six full calendar months of employment. Part-time employees become eligible on the first of the month following completion of 1000 hours.

Section 3. Dental Insurance. The Employer will pay for the full cost of the premium for single dental coverage for all full-time permanent and probationary employees and also contribute to the premium for part-time permanent and probationary employees pursuant to Section 6 of this Article. The maximum benefit is \$1500 per year.

Eligibility. Full-time employees become eligible for dental coverage on the first of the month following six full calendar months of employment. Part-time employees become eligible on the first of the month following the completion of 1000 hours.

Section 4. Claims Against Employer. Any description of insurance benefits contained in this Article is intended to be informational only and the eligibility for benefits shall be governed by the terms of the insurance plan and not by this Agreement. The Employer's only obligation is to pay such amounts as agreed to herein and no claim shall be made against the Employer as a result of a denial of insurance benefits by the insurance plan administrator, except in case of error by the Employer in reporting information to the administrator.

Section 5. Participants in an approved job sharing arrangement may, by mutual agreement between the job share participants, apportion the health care and dental benefits for which the job share position is eligible. Apportionment shall be limited to either (a) one employee receiving all of the benefit and the other none; or (b) the two employees splitting the benefit equally.

Section 6. Prorated Employer Contribution for Eligible Part-Time Employees. Except for all newly-appointed eligible part-time employees (new County employees, full-time employees moving to part-time status, and part-time employees changing positions) will receive a prorated Employer contribution to the premiums for health, dental and life coverage based on the full-time equivalent of the position to which they are appointed.

Thereafter, the proration amount for the following insurance year will be recalculated at the end of each payroll year. The proration amount will be equal to the percentage of the employee's full time equivalent based on the actual hours in payroll status during the previous payroll year. For this purpose, "payroll status" includes regular hours worked, the straight time equivalent of overtime hours worked, and any paid leave time.

## **ARTICLE 14 - WORKERS' COMPENSATION**

Section 1. Any employee who by reason of sickness or injury receives Worker's Compensation benefits may do either of the following:

- A. Retain the Worker's Compensation benefits without assessment against any available leave credits, or
- B. Retain the Worker's Compensation benefit and receive from the Employer any available earned accumulated sick leave, vacation leave or other accumulated leave benefit. The total weekly compensation including leave and worker's compensation benefits shall not exceed the regular weekly net

base pay rate of the employee. "Net base pay" is defined as the employee's regular weekly gross less FICA, medicare, PERA and federal and state income tax withholding. Overtime will be considered on the same basis as it is for workers' compensation purposes.

If any employee uses sick leave pursuant to this agreement, and is subsequently awarded workers' compensation benefits for the same period, the Employer is authorized to deduct from workers' compensation wage loss benefits the amount of sick leave received by the employee, less the sick leave which the employee would be eligible to receive pursuant to Section 1 of this Article.

Section 2. While an employee is receiving loss of wage benefits under the Worker's Compensation Act (temporary total or temporary partial disability benefits), the Employer shall continue to pay the Employer's share of hospital-medical insurance premiums for both single and family dependents' premiums together with the premiums on the employee's life insurance and such payments shall continue even though the employee has exhausted his/her sick leave, vacation, and personal leave benefits. Payments of such premiums by the Employer pursuant to this Article shall end upon issuance of a notice of discontinuance of benefits by the Commissioner of the Department of Labor and Industry or upon the employee being declared permanently totally disabled.

Section 3. Sick leave used by employees while receiving County Worker's Compensation benefits shall be credited back to the employee's sick leave accumulation at retirement, but not to exceed the individual employee's maximum allowable sick leave accumulation as provided for in Article 11, Section 2 above. This Section is meant to mean sick leave used from the date the employee went to work for St. Louis County.

## **ARTICLE 15 - MEALS AND TRAVEL EXPENSES**

Section 1. The schedule of maximum payments for meal reimbursement shall be in accordance with the then-current County Board policy. Meal reimbursement shall be allowed only under the following circumstances:

- A. Where an employee is in travel status within the County and overnight lodging is approved;
- B. When an employee is in travel status outside St. Louis County; or
- C. When an employee is required to attend a workshop, seminar, or working lunch meeting where a meal is served for which payment is required. Provided, however, the employee shall be reimbursed for the actual cost of

the meal, even if in excess of the meal reimbursement rate set forth in the then-current County Board policy, if the employee is required to purchase a specific meal and does not have a choice of alternatives.

An employee on approved travel status, upon obtaining advance approval from the Department Head to incur lodging expense, shall be reimbursed for necessary lodging expense, single or double occupancy or its equivalent, upon presentation of receipt.

Section 2. Travel time regulations applicable to hourly paid employees of Public Works Department Divisions shall apply uniformly in all Public Works Department Districts as follows:

- A. Employees assigned to work in areas other than the area to which they are normally assigned will be paid travel time at the rate of pay received for the type of work the employee performed the major part of the day in question. Changes in work assignment can only be made by prior agreement between the superintendent and the employee involved.
- B. The amount of travel time allowance shall be determined by considering the normal and reasonable time expectancy for said travel to the projects or areas in each district.
- C. Employees operating County equipment (trucks, graders, loaders, carry-alls, busses, etc.) shall be paid for the actual and reasonable time spent in the operation of said equipment, with time calculated to the nearest one-half ( $\frac{1}{2}$ ) hour.
- D. No employee shall be required or directed to transport other employees in his/her own vehicle to or from work sites.
- E. No employee shall be transported as a passenger in a County vehicle unless said vehicle is designed and equipped for the transportation of passengers and the number of riders does not exceed the normal complement of riders.
- F. No employee shall be transported in boxes of dump trucks without established safety devices attached.

## **ARTICLE 16 - TOOLS AND UNIFORMS**

Section 1. Uniforms. Uniforms shall be furnished and maintained for all employees required to wear a special uniform. Classifications involved are: Automotive Technicians, Janitors, Building Maintenance Helpers, Building Maintenance Workers,

Carpenters, Head Janitors, Cook Supervisors, custodial workers, laundry workers, and cooks.

Section 2. Mechanics Tools. Whenever, in line of duty, personal tools and equipment furnished by employees are damaged or broken on the job, they shall be replaced by the Employer at Employer expense with equal value replacements.

Section 3. Tool Allowance. An employee in the classification of Automotive Technician required to provide their own tools shall be compensated at the rate of \$.25 (twenty-five cents) per hour for each hour worked. This additional pay shall apply to all paid hours actually worked except paid leave (vacation, sick leave, holidays, personal leave, compensatory time or leave of absence).

Section 4. Clothing Allowance. An employee who works within the Land & Minerals department and whose classification is: Forestry Technician Trainee, Forestry Technician I, II or III, Forester Trainee, Forester I, II or III, Utility Worker II or Forest Road Technician, may receive up to \$150.00 reimbursement annually for the purchase of protective outdoor outerwear. A list of acceptable reimbursable items will be maintained by the Land & Minerals Department Head.

## **ARTICLE 17 - SAFETY AND SAFETY EQUIPMENT**

Section 1. Both the Employer and the Union agree to responsibility for cooperative enforcement of safety rules and regulations.

Section 2. The Safety Committee shall include representatives from both the Employer and the Union and whomever else the Employer shall designate.

Section 3. Should an employee file written complaint to the Safety Committee of unsafe or unhealthy conditions in violation of accepted safety and health policies, the matter if not corrected in five (5) days satisfactorily may be processed according to provisions under Article 23 of this Agreement.

Section 4. Eyeglasses. Safety glasses where required shall be furnished by the Employer.

Section 5. Safety Shoes. The Employer will provide metatarsal guards for every employee where required for foot protection by OSHA regulations. In lieu of such metatarsal guards, safety shoes meeting the A.N.S.I. standards purchased by the employees may be worn. Employees who are required to have foot protection by OSHA regulations who elect to wear safety shoes shall receive a safety shoe allowance of \$125.00 per year payable in November.

## **ARTICLE 18 - SENIORITY AND JOB SECURITY**

Section 1. Seniority. Seniority shall be defined by length of service in a classification within a County Department in which the service occurred. Seniority shall consist of the continuous uninterrupted accumulation of paid service as a permanent employee in the classified service.

Classification seniority earned by an employee in a department shall be retained and shall continue to accrue in that department as the employee promotes or transfers to other County Departments. Seniority shall not be lost due to absence by illness, authorized leaves (filed in writing), or temporary lay-offs that may occur for whatever reason. A seniority list shall be initially established and brought up to date on the first of January of each year, and a copy sent to the Union.

Classification seniority earned in the employee's current department shall be exercised first, and thereafter exercised by classification seniority earned in the department(s) in which the employee had prior service in the inverse order of departments that promotions and transfers occur. If the exercise of seniority rights within the departments in which service occurred does not prevent lay-off, the employee may exercise County wide seniority rights in the lowest job title of the employee's classification series, if the employee has permanent status in that classification.

## **ARTICLE 19 - PROBATION, TEMPORARY, SEASONAL**

Section 1. The probation period for all new and promotional employees hired shall be six (6) months for full-time employees and the later of six (6) months or one thousand (1000) hours paid service for part-time employees, unless extended by the Department Head, not to exceed one year. A Department Head may extend the probationary period of an employee, not to exceed 24 calendar months, if the employee is unable to perform a majority of the essential functions of their position due to an approved work accommodation or approved leave of absence. Anytime during the extended probation period a Department Head can decide to accept the employee as qualified. If an employee is discharged during the initial probation, the employee shall not have any rights under the grievance procedure contained herein. Promotional employees may be demoted during their promotional probation period without rights under the grievance procedure.

Section 2. Temporary appointment to a permanent position shall not be made in excess of ninety (90) days. All other temporary appointments shall not exceed ninety (90) days in any given year. All provisional appointments shall first be made by seniority from the ranks of eligible employees by seniority before anyone outside of County employment is

given said appointment. These provisions shall not apply to persons replacing employees who are on approved leave of absence.

Temporary appointments may be made to a temporary position to accomplish long-term projects or work activities lasting more than six (6) months, but not to exceed one (1) calendar year as defined in MN Stat. 383C.043(e).

Section 3. Seasonal Employment Status. Seasonal appointments to an entry level position may be made to accomplish short-term projects or work activities lasting more than ninety (90) calendar days. Appointments to seasonal positions shall not exceed one thousand (1000) hours worked or six (6) months, whichever is less in duration. An individual shall not commence more than one (1) seasonal appointment in a calendar year. Seasonal appointments may only be employed between the dates of May 15 through November 15.

Seasonal appointments must be made from an appropriate eligible register. Seasonal appointments made from a register may be eligible for re-employment as a seasonal employee the following season at the Employer's discretion, prior to the Employer calling for an eligibility register. However, when the Human Resources Director is unable to refer names from an employment list, the appointing authority is authorized to appoint a qualified individual. Seasonal appointments are "temporary" in nature, and do not entitle the appointee to any "permanent" status in Civil Service or under this collective bargaining agreement, nor shall the period of seasonal service be credited as part of the probationary period in case of subsequent appointment to a permanent position. Seasonal employees shall be terminated from employment on or before the expiration of their six (6) month appointment term.

Seasonal and temporary appointments shall not be utilized to replace permanent part-time or full-time positions. Individuals appointed to seasonal and temporary positions do not accrue seniority, nor do they earn, accrue or participate in any benefits except paid holidays that fall within the period of their employment.

## **ARTICLE 20 - PROMOTIONS, TRANSFERS**

Section 1. Promotions. Employees upon promotion to higher classifications shall have the option at any time during the probationary period to accept a voluntary demotion to the position from which promoted provided that the position is not filled permanently. At the option of the Employer, the employee accepting a voluntary demotion may be returned to a different position in the same classification. However, a promoted employee shall have the option to return to the employee's same position from which promoted at any time during the first thirty (30) days in the promoted position.

Section 2. Transfers. Notice of the classification and location of a position available in a County department will be posted by the Human Resources Department on bulletin boards at the department's work sites at least five (5) days prior to closing of applications for such vacancy. Employees in the department and in the same classification may request consideration for lateral transfer by submitting a memorandum to the Human Resources Department within the stated time limit. All employees submitting such a memorandum within the stated limit will be interviewed for the posted vacancy. Requests received after the stated time limit will only be given consideration if the appointing authority is still interested in seeing additional candidates. The appointing authority has the discretion to select one (1) of the interested candidates or none of the interested candidates. Applicants who are not selected will be notified.

## **ARTICLE 21 - LEAVES OF ABSENCE**

Section 1. Military Leaves. Any employee required to be on military leave shall receive all rights of seniority while on such leave.

Section 2. Services Upon a Jury. Leaves of absence with pay for jury duty, court ordered appearances of legislative bodies as witnesses are permitted, as provided in the Civil Service Rules.

Section 3. Parental Leave. Upon sixty (60) days' advance written request by an employee to his/her Department Head, up to a maximum of six (6) continuous months of unpaid leave of absence shall be granted in connection with the birth or adoption of a child. The employee shall have discretion to determine the length of leave up to the maximum allowed under this section. Parental leave shall commence within one (1) year after the birth or adoption. When both parents are employees within this contract, the parental leave shall be divided, upon request of the employee, in accordance with this Article.

Section 4. Employees holding a permanent position with St. Louis County after five (5) years employment, and subject to approval of the Department Head, may be granted a sabbatical leave of absence, without pay, for a period of not less than one (1) year, nor in excess of two (2) years. An employee on a sabbatical leave shall not accrue additional seniority, vacation or sick leave during the leave of absence. These benefits will be frozen at the level immediately prior to the beginning of the leave.

The employee shall be returned to the job classification held at the time of approval of the sabbatical leave, upon the first available opening after the expiration date of the leave. Employees on an approved sabbatical leave under this section may be returned to a position prior to the expiration of their approved leave upon mutual agreement of the employee and the Department Head.

## **ARTICLE 22 - LAYOFF AND ABSENCE WITHOUT APPROVED LEAVE**

Section 1. Layoff. In reduction of forces, all temporary employees shall be first removed, and layoff shall be in orderly fashion in strict accordance with the established seniority roster per classification first, and second by total departmental time in the inverse order of hiring, and rehiring shall be in inverse order of layoff.

Section 2. Layoff Notice. Written notice of layoff contemplated shall be served upon the employees, and a copy to the Union, at least ten (10) days prior to such layoff.

Section 3. Absence Without Approved Leave. An employee not on sick leave or authorized leave of absence but absent without notice of any kind for three days, shall be considered resigned at the discretion of the Employer. The Employer may, however, consider any written request of the employee or the Union on the employee's behalf.

## **ARTICLE 23 - GRIEVANCE PROCEDURE**

### **A. Employee Rights of Protection and Representation:**

Section 1. Nothing contained in this Agreement shall be construed to deny any employee his/her rights under applicable Civil Service Law and Rules made thereunder.

Section 2. Every employee shall have the right to present his/her grievance to the Employer free from interference, coercion, restraint, discrimination or reprisal, and shall have the right to be represented at all stages thereof.

Section 3. It is understood and agreed by and between the parties that any employee covered by this agreement working in probationary or provisional status may be discharged at the sole discretion of the Employer and shall not have the right to such relief pursuant to the grievance procedure contained herein.

### **B. Grievance Defined:**

Section 1. A grievance shall be defined as a dispute or disagreement raised by any employee against the Employer involving the interpretation or application of the specific provisions of this agreement, and all disciplinary actions; provided, however, that a grievance shall not include any matter which is not within the authority of the Employer to act.

Section 2. The filing or pendency of any grievance shall in no way operate to impede, delay, or interfere with the right of the Employer to take the action complained of, subject, however, to the final resolution of the grievance.

### C. Grievance Procedure:

In the event an employee covered by this Agreement claims that his/her rights and privileges under this Agreement have been violated, the matter shall be resolved in accordance with the following procedure:

Step 1: Within ten (10) calendar days after the first occurrence of the event giving rise to the claimed violation, the employee and/or his/her representative shall submit his/her grievance to his/her supervisor who, within three (3) working days thereafter, shall give his/her answer.

Step 2: If the grievance is not settled in Step 1, the employee and/or his/her representative shall present the matter in writing to the employee's Department Head (Appointing Authority) within seven (7) calendar days after receipt of the Supervisor's answer. The written grievance shall set forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the relief requested.

Within five (5) calendar days of the receipt of such written grievance, the Department Head shall arrange a meeting with the Union at a mutually agreeable time to discuss the matter. If the grievance is settled as a result of such meeting, the settlement shall be reduced to writing and signed by the Department Head and the Union. If no settlement is reached, the Department Head shall give the Department's written answer to the Union within five (5) calendar days following their meeting.

The Employer and the Union may agree to submit the grievance to voluntary grievance mediation prior to submitting the grievance to Step 3. The agreement to mediate must occur within the time limit for submitting the grievance to Step 3 and the time limit for submitting the grievance to Step 3 shall not be extended in the absence of an agreement to mediate.

Step 3: If the grievance is not settled in Step 2, the Union shall present the matter in writing to the County Grievance Board within five (5) calendar days after receipt of the Department Head's written answer. The Grievance Board shall be composed of three (3) members appointed by the County Board of Commissioners.

Within fourteen (14) calendar days of receipt of such written grievance, the County Grievance Board shall schedule a hearing into the matter, after the close of which it shall render its decision no later than fourteen (14) calendar days thereafter.

If the grievance is not settled in accordance with the foregoing procedure, the Union may refer the grievance to arbitration within ten (10) calendar days after receipt of the County Grievance Board's decision by requesting the Bureau of Mediation Services to submit a panel of seven (7) arbitrators. Both the Employer and the Union shall have the right to alternately strike names from the panel. The party striking the first name shall be established by the Rules of the Bureau of Mediation Services. The remaining person shall be notified of his/her selection and requested to set a date and a time subject to the availability of the Employer and the Union representatives.

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider only the specific issue submitted to the arbitrator in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted to the arbitrator. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in the application of laws and rules and regulations having the force and effect of law. If the arbitrator finds that the grievance concerns matters not covered by this Agreement or the procedures contained herein have not been adhered to, he/she shall return the matters to the parties without decision.

The arbitrator shall submit the decision in writing within thirty (30) calendar days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision shall be based solely upon the arbitrator's interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented. The decision of the arbitrator shall be final and binding.

The fee and expenses of the arbitrator shall be divided equally between the Employer and the Union; provided, however, that each party shall be responsible for compensating its own representative and witnesses.

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at the step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and Union representative involved in each step.

## **ARTICLE 24 - RETENTION OF BENEFITS, SEPARABILITY**

Section 1. Retention of Benefits. All benefits now enjoyed by the employees who are covered by this Agreement, but which benefits are not included in this Agreement shall remain in force during the period of the operation of this Agreement.

Section 2. This Agreement is subject to the laws of the State of Minnesota, including the St. Louis County Civil Service law and all Civil Service Regulations made pursuant thereto, and at any time any provision is in conflict and held to be contrary to law by a court of competent jurisdiction, from which final judgment or decree no appeal has been taken within the time provided, or is contrary to a federal or state administrative ruling or is found to be in violation of legislation or administrative regulations, such provision shall be void and inoperative. However, up until such ruling is given, all provisions of this Agreement shall remain operative, or if such provision is ruled inoperative, all other provisions shall remain in full force and effect.

## **ARTICLE 25 - RETIREMENT**

Section 1. The Employer agrees to permit retired employees to be continued on the then existing hospitalization and insurance programs provided they qualify for retirement under the rules and regulations of P.E.R.A. or Coordinated Plans established by state law and are otherwise eligible to continue coverage under Minn. Stat. §471.61.

Section 2. The Employer has adopted a policy providing for the implementation of a Post-Retirement Health Care Savings Plan for qualifying employees covered by this agreement. Pursuant to that policy, to qualify for participation in the Post-Retirement Health Care Savings Plan, an employee must, at retirement, have been employed by the Employer for five consecutive years immediately prior to retirement, and qualify for and receive retirement benefits under the rules and regulations of the Public Employees Retirement Association or other appropriate State of Minnesota sponsored retirement fund, or Social Security.

Pursuant to the Post-Retirement Health Care Savings Plan policy, the Employer shall, upon a qualifying employee's retirement, deposit the cash equivalent of the employee's accumulated, unused sick leave and accumulated, unused vacation into the employee's account with the plan.

Accumulated, unused sick leave shall be an amount equal to the number of hours of unused sick leave multiplied by the employee's hourly base pay rate during the last payroll period prior to retirement. Accumulated sick leave hours shall not exceed the maximum allowable hours of sick leave accumulation for the individual employee pursuant to Article 11, Section 2. Accumulated, unused vacation shall be an amount

equal to the number of hours of unused vacation time multiplied by the employee's hourly base pay rate during the last payroll period prior to retirement.

Prior to an employee's retirement, the Employer shall provide the employee with notice of his/her accrued vacation. The employee may utilize his/her vacation in full prior to retirement. If the employee does not qualify for the Post-Retirement Health Care Savings Plan, the employee shall, upon retirement, be paid in full for all accrued vacation. If the employee does qualify for the Post-Retirement Health Care Savings Plan, the employee shall have the cash equivalent of the employee's accrued vacation deposited into the employee's account pursuant to the Employer's Post-Retirement Health Care Savings Plan policy.

Adoption of the policy shall not be construed as a waiver of the Employer's position that employer contributions to Post-Retirement Health Care Savings Plans are not a mandatory topic of negotiations. The Employer may amend or repeal the policy at any time; provided, however, if the Union objects to the Employer's amendment or repeal, the Union shall be entitled, upon written notice to the Employer, to reinstate the terms of Article 23 of the 2000-2001 collective bargaining agreement in lieu of the Post-Retirement Health Care Savings Plan.

In the event that an employee is legally qualified to be exempt from the Post-Retirement Health Care Savings Plan and the employee's application for exemption is approved by the Plan Administrator, then in lieu of any of the above-referenced payments on behalf of the employee to a Post-Retirement Health Care Savings Plan account, the employee shall receive a taxable cash severance payment calculated as follows:

First, from the employee's accumulated, unused sick leave, calculate the lesser of one-half of the employee's accumulated, unused sick leave or the cost of the maximum life insurance benefit available to the employee under the employee's collective bargaining contract, when the life insurance is purchased as paid up life insurance. This amount shall be designated as the "option amount." The employee shall next designate the portion of the option amount which the employee wishes to use to purchase paid up life insurance. From the balance of the option amount, after deduction of the life insurance cost, shall be subtracted an amount equal to any Employer's FICA tax payable on the option amount. The remaining balance of the option amount shall then be paid to the employee as a cash payment, subject to withholding deductions required by law (e.g. employee's FICA, State and Federal income tax, etc.).

It is the parties' intention that in no event shall payment of the option amount, whether received as paid up life insurance or cash severance, result in a FICA tax payment by the Employer which cannot be fully deducted from the option amount.

Section 3. The Employer is agreed to pay the employer's pension share as provided under Minnesota Law for payment into the P.E.R.A. Fund or the P.E.R.A. Social Security Coordinated Plan for those employees having either plan, and to deduct the employee's share as required by the same pension law.

### ARTICLE 26 - EQUAL APPLICATION

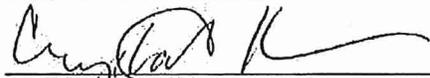
The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to race, creed, color, national origin, sex, age, religion, marital status, political affiliation, disability or status with regard to public assistance. The Union shall represent all employees in the bargaining unit without discrimination.

### ARTICLE 27 - RENEWAL AND ARBITRATION

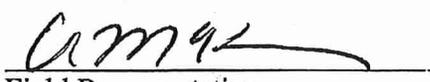
Section 1. This Agreement shall continue in full force and effect from the first day of January 2020 through December 31, 2022, and from year to year thereafter unless either party hereto shall give written notice to the other on or before sixty (60) days prior to the expiration date. During any negotiation period this agreement shall continue in effect.

Section 2. Arbitration. Should meetings to resolve differences result in no resolve, the matters being considered may be submitted to the State Mediation Department and to arbitration.

#### FOR THE UNION:

  
\_\_\_\_\_  
Director, Council 5

  
\_\_\_\_\_  
President, Local 66

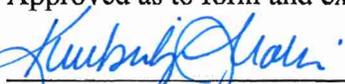
  
\_\_\_\_\_  
Field Representative

Date: 3/13/20

#### FOR THE COUNTY BOARD

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
County Auditor - Deputy

Approved as to form and execution:  
  
\_\_\_\_\_  
St. Louis County Attorney - Assistant

2020-013726  
04/13/2020

**PAY PLAN B1**

**ST. LOUIS COUNTY CIVIL SERVICE - BASIC UNIT**

**2020 Pay Plan**

**REFLECTS A .40 Cent & 2.0% INCREASE FOR GRADES 1 - 6**

**PAY PLAN EFFECTIVE 12/21/2019**

<u>Grade</u>	<u>Hourly</u>	<u>Bi-Weekly</u>	<u>St 1</u>	<u>St 2</u>	<u>St 3</u>	<u>St 4</u>	<u>St 5</u>	<u>St L1</u>	<u>St L2</u>	<u>St L3</u>	<u>St L4</u>	<u>St L5</u>
<b>B01</b>	14.12	1059.00	2295	2358	2415	2481	2542	2616	2691	2764	2842	2923
<b>B02</b>	14.51	1088.25	2358	2415	2481	2542	2616	2691	2764	2842	2923	3014
<b>B03</b>	14.86	1114.50	2415	2481	2542	2616	2691	2764	2842	2923	3014	3104
<b>B04</b>	15.27	1145.25	2481	2542	2616	2691	2764	2842	2923	3014	3104	3205
<b>B05</b>	15.64	1173.00	2542	2616	2691	2764	2842	2923	3014	3104	3205	3299
<b>B06</b>	16.10	1207.50	2616	2691	2764	2842	2923	3014	3104	3205	3299	3403
<b>Biweekly</b>			1242.00	1275.75	1311.75	1349.25	1391.25	1432.50	1479.00	1522.50	1570.50	
<b>Hourly</b>			16.56	17.01	17.49	17.99	18.55	19.10	19.72	20.30	20.94	

**EXHIBIT A**

PAY PLAN B1

ST. LOUIS COUNTY CIVIL SERVICE - BASIC UNIT

2020 Pay Plan

REFLECTS A .40 Cent & 2.0% INCREASE FOR GRADES 7 - 38

PAY PLAN EFFECTIVE 12/21/2019

Grade	Hourly	Bi-Weekly	St. 1	St. 2	St. 3	St. 4	St. 5	St. L1	St. L2	St. L3	St. L4	St. L5
B07	16.41	1230.75	2667	2743	2821	2906	2997	3083	3182	3279	3383	3499
B08	16.88	1266.00	2743	2821	2906	2997	3083	3182	3279	3383	3499	3617
B09	17.36	1302.00	2821	2906	2997	3083	3182	3279	3383	3499	3617	3742
B10	17.88	1341.00	2906	2997	3083	3182	3279	3383	3499	3617	3742	3876
B11	18.44	1383.00	2997	3083	3182	3279	3383	3499	3617	3742	3876	4007
B12	18.97	1422.75	3083	3182	3279	3383	3499	3617	3742	3876	4007	4144
B13	19.58	1468.50	3182	3279	3383	3499	3617	3742	3876	4007	4144	4292
B14	20.18	1513.50	3279	3383	3499	3617	3742	3876	4007	4144	4292	4453
B15	20.82	1561.50	3383	3499	3617	3742	3876	4007	4144	4292	4453	4617
B16	21.53	1614.75	3499	3617	3742	3876	4007	4144	4292	4453	4617	4792
B17	22.26	1669.50	3617	3742	3876	4007	4144	4292	4453	4617	4792	4966
B18	23.03	1727.25	3742	3876	4007	4144	4292	4453	4617	4792	4966	5151
B19	23.85	1788.75	3876	4007	4144	4292	4453	4617	4792	4966	5151	5348
B20	24.66	1849.50	4007	4144	4292	4453	4617	4792	4966	5151	5348	5553
B21	25.50	1912.50	4144	4292	4453	4617	4792	4966	5151	5348	5553	5757
B22	26.41	1980.75	4292	4453	4617	4792	4966	5151	5348	5553	5757	5983
B23	27.40	2055.00	4453	4617	4792	4966	5151	5348	5553	5757	5983	6211
B24	28.41	2130.75	4617	4792	4966	5151	5348	5553	5757	5983	6211	6450
B25	29.49	2211.75	4792	4966	5151	5348	5553	5757	5983	6211	6450	6695
B26	30.56	2292.00	4966	5151	5348	5553	5757	5983	6211	6450	6695	6957
B27	31.70	2377.50	5151	5348	5553	5757	5983	6211	6450	6695	6957	7228
B28	32.91	2468.25	5348	5553	5757	5983	6211	6450	6695	6957	7228	7509
B29	34.17	2562.75	5553	5757	5983	6211	6450	6695	6957	7228	7509	7790
B30	35.43	2657.25	5757	5983	6211	6450	6695	6957	7228	7509	7790	8093
B31	36.82	2761.50	5983	6211	6450	6695	6957	7228	7509	7790	8093	8405
B32	38.22	2866.50	6211	6450	6695	6957	7228	7509	7790	8093	8405	8736
B33	39.69	2976.75	6450	6695	6957	7228	7509	7790	8093	8405	8736	9082
B34	41.20	3090.00	6695	6957	7228	7509	7790	8093	8405	8736	9082	9433
B35	42.81	3210.75	6957	7228	7509	7790	8093	8405	8736	9082	9433	9800
B36	44.48	3336.00	7228	7509	7790	8093	8405	8736	9082	9433	9800	10192
B37	46.21	3465.75	7509	7790	8093	8405	8736	9082	9433	9800	10192	10603
B38	47.94	3595.50	7790	8093	8405	8736	9082	9433	9800	10192	10603	11018
<b>Biweekly</b>			3735.00	3879.00	3879.00	4032.00	4191.75	4353.75	4523.25	4704.00	4893.75	5085.00
<b>Hourly</b>			49.80	51.72	51.72	53.76	55.89	58.05	60.31	62.72	65.25	67.80

EXHIBIT A

PAY PLAN B4

CORRECTIONS COUNSELOR, PROGRAM FACILITATOR, COOK AND  
JAIL PROGRAM OPERATIONS COORDINATOR

2020 PAY PLAN - 40 HOURS/WEEK

Reflects a .40 Cent & 2.0% Increase

Pay Plan Effective 12/21/2019

COOK - GRADE 14A

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step L1</u>	<u>Step L2</u>	<u>Step L3</u>	<u>Step L4</u>	<u>Step L5</u>
Annually	41,974	43,306	44,782	46,301	47,902	49,608	51,293	53,040	54,933	56,992
Monthly	3498	3609	3732	3858	3992	4134	4274	4420	4578	4749
Biweekly	1614.40	1665.60	1722.40	1780.80	1842.40	1908.00	1972.80	2040.00	2112.80	2192.00
Hourly	20.18	20.82	21.53	22.26	23.03	23.85	24.66	25.50	26.41	27.40

COOK LEAD - GRADE 16A

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step L1</u>	<u>Step L2</u>	<u>Step L3</u>	<u>Step L4</u>	<u>Step L5</u>
Annually	44,782	46,301	47,902	49,608	51,293	53,040	54,933	56,992	59,093	61,339
Monthly	3732	3858	3992	4134	4274	4420	4578	4749	4924	5112
Biweekly	1722.40	1780.80	1842.40	1908.00	1972.80	2040.00	2112.80	2192.00	2272.80	2359.20
Hourly	21.53	22.26	23.03	23.85	24.66	25.50	26.41	27.40	28.41	29.49

CORRECTIONS COUNSELOR - GRADE 20A

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step L1</u>	<u>Step L2</u>	<u>Step L3</u>	<u>Step L4</u>	<u>Step L5</u>
Annually	51,293	53,040	54,933	56,992	59,093	61,339	63,565	65,936	68,453	71,074
Monthly	4274	4420	4578	4749	4924	5112	5297	5495	5704	5923
Biweekly	1972.80	2040.00	2112.80	2192.00	2272.80	2359.20	2444.80	2536.00	2632.80	2733.60
Hourly	24.66	25.50	26.41	27.40	28.41	29.49	30.56	31.70	32.91	34.17

PROGRAM FACILITATOR - GRADE 20A

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step L1</u>	<u>Step L2</u>	<u>Step L3</u>	<u>Step L4</u>	<u>Step L5</u>
Annually	51,293	53,040	54,933	56,992	59,093	61,339	63,565	65,936	68,453	71,074
Monthly	4274	4420	4578	4749	4924	5112	5297	5495	5704	5923
Biweekly	1972.80	2040.00	2112.80	2192.00	2272.80	2359.20	2444.80	2536.00	2632.80	2733.60
Hourly	24.66	25.50	26.41	27.40	28.41	29.49	30.56	31.70	32.91	34.17

JAIL PROGRAM OPERATIONS COORDINATOR - GRADE 21A

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step L1</u>	<u>Step L2</u>	<u>Step L3</u>	<u>Step L4</u>	<u>Step L5</u>
Annually	53,040	54,933	56,992	59,093	61,339	63,565	65,936	68,453	71,074	73,694
Monthly	4420	4578	4749	4924	5112	5297	5495	5704	5923	6141
Biweekly	2040.00	2112.80	2192.00	2272.80	2359.20	2444.80	2536.00	2632.80	2733.60	2834.40
Hourly	25.50	26.41	27.40	28.41	29.49	30.56	31.70	32.91	34.17	35.43

**PAY PLAN B1**

**ST. LOUIS COUNTY CIVIL SERVICE - BASIC UNIT**

**2021 Pay Plan**

**REFLECTS A 2.25% INCREASE FOR GRADES 1 - 6  
PAY PLAN EFFECTIVE 12/19/2020**

<u>Grade</u>	<u>Hourly</u>	<u>Bi-Weekly</u>	<u>St 1</u>	<u>St 2</u>	<u>St 3</u>	<u>St 4</u>	<u>St 5</u>	<u>St L1</u>	<u>St L2</u>	<u>St L3</u>	<u>St L4</u>	<u>St L5</u>
<b>B01</b>	14.44	1083.00	2347	2412	2468	2537	2598	2675	2751	2826	2906	2988
<b>B02</b>	14.84	1113.00	2412	2468	2537	2598	2675	2751	2826	2906	2988	3083
<b>B03</b>	15.19	1139.25	2468	2537	2598	2675	2751	2826	2906	2988	3083	3174
<b>B04</b>	15.61	1170.75	2537	2598	2675	2751	2826	2906	2988	3083	3174	3276
<b>B05</b>	15.99	1199.25	2598	2675	2751	2826	2906	2988	3083	3174	3276	3374
<b>B06</b>	16.46	1234.50	2675	2751	2826	2906	2988	3083	3174	3276	3374	3479
<b>Biweekly</b>			1269.75	1304.25	1341.00	1379.25	1422.75	1464.75	1512.00	1557.00	1605.75	
<b>Hourly</b>			16.93	17.39	17.88	18.39	18.97	19.53	20.16	20.76	21.41	

**EXHIBIT B**

PAY PLAN B1

ST. LOUIS COUNTY CIVIL SERVICE - BASIC UNIT

2021 Pay Plan

REFLECTS A 2.25% INCREASE FOR GRADES 7 - 38

PAY PLAN EFFECTIVE 12/19/2020

EXHIBIT B

Grade	Hourly	Bi-Weekly	St 1	St 2	St 3	St 4	St 5	St L1	St L2	St L3	St L4	St L5
B07	16.78	1258.50	2727	2805	2884	2971	3063	3153	3253	3352	3460	3577
B08	17.26	1294.50	2805	2884	2971	3063	3153	3253	3352	3460	3577	3699
B09	17.75	1331.25	2884	2971	3063	3153	3253	3352	3460	3577	3699	3827
B10	18.28	1371.00	2971	3063	3153	3253	3352	3460	3577	3699	3827	3963
B11	18.85	1413.75	3063	3153	3253	3352	3460	3577	3699	3827	3963	4097
B12	19.40	1455.00	3153	3253	3352	3460	3577	3699	3827	3963	4097	4236
B13	20.02	1501.50	3253	3352	3460	3577	3699	3827	3963	4097	4236	4388
B14	20.63	1547.25	3352	3460	3577	3699	3827	3963	4097	4236	4388	4553
B15	21.29	1596.75	3460	3577	3699	3827	3963	4097	4236	4388	4553	4721
B16	22.01	1650.75	3577	3699	3827	3963	4097	4236	4388	4553	4721	4899
B17	22.76	1707.00	3699	3827	3963	4097	4236	4388	4553	4721	4899	5078
B18	23.55	1766.25	3827	3963	4097	4236	4388	4553	4721	4899	5078	5267
B19	24.39	1829.25	3963	4097	4236	4388	4553	4721	4899	5078	5267	5468
B20	25.21	1890.75	4097	4236	4388	4553	4721	4899	5078	5267	5468	5678
B21	26.07	1955.25	4236	4388	4553	4721	4899	5078	5267	5468	5678	5887
B22	27.00	2025.00	4388	4553	4721	4899	5078	5267	5468	5678	5887	6118
B23	28.02	2101.50	4553	4721	4899	5078	5267	5468	5678	5887	6118	6351
B24	29.05	2178.75	4721	4899	5078	5267	5468	5678	5887	6118	6351	6594
B25	30.15	2261.25	4899	5078	5267	5468	5678	5887	6118	6351	6594	6846
B26	31.25	2343.75	5078	5267	5468	5678	5887	6118	6351	6594	6846	7113
B27	32.41	2430.75	5267	5468	5678	5887	6118	6351	6594	6846	7113	7391
B28	33.65	2523.75	5468	5678	5887	6118	6351	6594	6846	7113	7391	7678
B29	34.94	2620.50	5678	5887	6118	6351	6594	6846	7113	7391	7678	7966
B30	36.23	2717.25	5887	6118	6351	6594	6846	7113	7391	7678	7966	8275
B31	37.65	2823.75	6118	6351	6594	6846	7113	7391	7678	7966	8275	8593
B32	39.08	2931.00	6351	6594	6846	7113	7391	7678	7966	8275	8593	8933
B33	40.58	3043.50	6594	6846	7113	7391	7678	7966	8275	8593	8933	9287
B34	42.13	3159.75	6846	7113	7391	7678	7966	8275	8593	8933	9287	9646
B35	43.77	3282.75	7113	7391	7678	7966	8275	8593	8933	9287	9646	10021
B36	45.48	3411.00	7391	7678	7966	8275	8593	8933	9287	9646	10021	10421
B37	47.25	3543.75	7678	7966	8275	8593	8933	9287	9646	10021	10421	10842
B38	49.02	3676.50	7966	8275	8593	8933	9287	9646	10021	10421	10842	11266
			<b>Biweekly</b>	3819.00	3966.00	4122.75	4286.25	4452.00	4625.25	4809.75	5004.00	5199.75
			<b>Hourly</b>	50.92	52.88	54.97	57.15	59.36	61.67	64.13	66.72	69.33

PAY PLAN B4

CORRECTIONS COUNSELOR, PROGRAM FACILITATOR, COOK AND  
JAIL PROGRAM OPERATIONS COORDINATOR

2021 PAY PLAN - 40 HOURS/WEEK

Reflects a 2.25% Increase  
Pay Plan Effective 12/19/2020

COOK - GRADE 14A

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step L1</u>	<u>Step L2</u>	<u>Step L3</u>	<u>Step L4</u>	<u>Step L5</u>
Annually	42,910	44,283	45,781	47,341	48,984	50,731	52,437	54,226	56,160	58,282
Monthly	3576	3690	3815	3945	4082	4228	4370	4519	4680	4857
Biweekly	1650.40	1703.20	1760.80	1820.80	1884.00	1951.20	2016.80	2085.60	2160.00	2241.60
Hourly	20.63	21.29	22.01	22.76	23.55	24.39	25.21	26.07	27.00	28.02

COOK LEAD - GRADE 16A

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step L1</u>	<u>Step L2</u>	<u>Step L3</u>	<u>Step L4</u>	<u>Step L5</u>
Annually	45,781	47,341	48,984	50,731	52,437	54,226	56,160	58,282	60,424	62,712
Monthly	3815	3945	4082	4228	4370	4519	4680	4857	5035	5226
Biweekly	1760.80	1820.80	1884.00	1951.20	2016.80	2085.60	2160.00	2241.60	2324.00	2412.00
Hourly	22.01	22.76	23.55	24.39	25.21	26.07	27.00	28.02	29.05	30.15

CORRECTIONS COUNSELOR - GRADE 20A

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step L1</u>	<u>Step L2</u>	<u>Step L3</u>	<u>Step L4</u>	<u>Step L5</u>
Annually	52,437	54,226	56,160	58,282	60,424	62,712	65,000	67,413	69,992	72,675
Monthly	4370	4519	4680	4857	5035	5226	5417	5618	5833	6056
Biweekly	2016.80	2085.60	2160.00	2241.60	2324.00	2412.00	2500.00	2592.80	2692.00	2795.20
Hourly	25.21	26.07	27.00	28.02	29.05	30.15	31.25	32.41	33.65	34.94

PROGRAM FACILITATOR - GRADE 20A

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step L1</u>	<u>Step L2</u>	<u>Step L3</u>	<u>Step L4</u>	<u>Step L5</u>
Annually	52,437	54,226	56,160	58,282	60,424	62,712	65,000	67,413	69,992	72,675
Monthly	4370	4519	4680	4857	5035	5226	5417	5618	5833	6056
Biweekly	2016.80	2085.60	2160.00	2241.60	2324.00	2412.00	2500.00	2592.80	2692.00	2795.20
Hourly	25.21	26.07	27.00	28.02	29.05	30.15	31.25	32.41	33.65	34.94

JAIL PROGRAM OPERATIONS COORDINATOR - GRADE 21A

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step L1</u>	<u>Step L2</u>	<u>Step L3</u>	<u>Step L4</u>	<u>Step L5</u>
Annually	54,226	56,160	58,282	60,424	62,712	65,000	67,413	69,992	72,675	75,358
Monthly	4519	4680	4857	5035	5226	5417	5618	5833	6056	6280
Biweekly	2085.60	2160.00	2241.60	2324.00	2412.00	2500.00	2592.80	2692.00	2795.20	2898.40
Hourly	26.07	27.00	28.02	29.05	30.15	31.25	32.41	33.65	34.94	36.23

EXHIBIT B

PAY PLAN B1

ST. LOUIS COUNTY CIVIL SERVICE - BASIC UNIT

2022 Pay Plan

REFLECTS A 2.25% INCREASE FOR GRADES 1 - 6 (Plus a change in longevity length of service requirements & additional annual steps and longevitys)  
 PAY PLAN EFFECTIVE 12/18/2021

Grade	Hourly	Bi-Weekly	St. 1	St. 2	St. 3	St. 4	St. 5	St. 6	St. 7	St. L1	St. L2	St. L3	St. L4	St. L5	St. L6	St. L7	St. L8
B01	14.76	1107.00	2399	2465	2524	2594	2657	2735	2758	2813	2833	2889	2912	2971	2995	3055	3116
B02	15.17	1137.75	2465	2524	2594	2657	2735	2813	2833	2889	2912	2971	2995	3055	3091	3153	3216
B03	15.53	1164.75	2524	2594	2657	2735	2813	2889	2912	2971	2995	3055	3091	3153	3182	3245	3310
B04	15.96	1197.00	2594	2657	2735	2813	2889	2971	2995	3055	3091	3153	3182	3245	3284	3349	3416
B05	16.35	1226.25	2657	2735	2813	2889	2971	3055	3091	3153	3182	3245	3284	3349	3382	3450	3519
B06	16.83	1262.25	2735	2813	2889	2971	3055	3153	3182	3245	3284	3349	3382	3450	3487	3557	3629
			<b>Biweekly</b>	1298.25	1333.50	1371.00	1410.00	1455.00	1468.50	1497.75	1515.75	1545.75	1560.75	1592.25	1609.50	1641.75	1674.75
			<b>Hourly</b>	17.31	17.78	18.28	18.80	19.40	19.58	19.97	20.21	20.61	20.81	21.23	21.46	21.89	22.33

EXHIBIT C

PAY PLAN B1

ST. LOUIS COUNTY CIVIL SERVICE - BASIC UNIT

2022 Pay Plan

REFLECTS A 2.25% INCREASE FOR GRADES 7 - 38 (Plus a change in longevity length of service requirements & additional annual steps and longevity)

PAY PLAN EFFECTIVE 12/18/2021

Grade	Hourly	Bi-Weekly	St. 1	St. 2	St. 3	St. 4	St. 5	St. 6	St. 7	St. L1	St. L2	St. L3	St. L4	St. L5	St. L6	St. L7	St. L8
B07	17.16	1287.00	2789	2868	2949	3037	3131	3224	3261	3326	3360	3427	3468	3538	3586	3658	3731
B08	17.65	1323.75	2868	2949	3037	3131	3224	3326	3360	3427	3468	3538	3586	3658	3707	3781	3857
B09	18.18	1361.25	2949	3037	3131	3224	3326	3427	3468	3538	3586	3658	3707	3781	3836	3913	3991
B10	18.69	1401.75	3037	3131	3224	3326	3427	3538	3586	3658	3707	3781	3836	3913	3973	4053	4134
B11	19.27	1445.25	3131	3224	3326	3427	3538	3658	3707	3781	3836	3913	3973	4053	4107	4189	4273
B12	19.84	1488.00	3224	3326	3427	3538	3658	3781	3836	3913	3973	4053	4107	4189	4247	4332	4419
B13	20.47	1535.25	3326	3427	3538	3658	3781	3913	3973	4053	4107	4189	4247	4332	4399	4487	4576
B14	21.09	1581.75	3427	3538	3658	3781	3913	4053	4107	4189	4247	4332	4399	4487	4564	4656	4749
B15	21.77	1632.75	3538	3658	3781	3913	4053	4189	4247	4332	4399	4487	4564	4656	4732	4826	4923
B16	22.51	1688.25	3658	3781	3913	4053	4189	4332	4399	4487	4564	4656	4732	4826	4912	5010	5110
B17	23.27	1745.25	3781	3913	4053	4189	4332	4487	4564	4656	4732	4826	4912	5010	5090	5192	5296
B18	24.08	1806.00	3913	4053	4189	4332	4487	4656	4732	4826	4912	5010	5090	5192	5280	5385	5493
B19	24.94	1870.50	4053	4189	4332	4487	4656	4826	4912	5010	5090	5192	5280	5385	5482	5592	5703
B20	25.78	1933.50	4189	4332	4487	4656	4826	5010	5090	5192	5280	5385	5482	5592	5692	5806	5922
B21	26.66	1999.50	4332	4487	4656	4826	5010	5192	5280	5385	5482	5592	5692	5806	5903	6021	6141
B22	27.61	2070.75	4487	4656	4826	5010	5192	5385	5482	5592	5692	5806	5903	6021	6134	6256	6381
B23	28.65	2148.75	4656	4826	5010	5192	5385	5592	5692	5806	5903	6021	6134	6256	6366	6494	6623
B24	29.70	2227.50	4826	5010	5192	5385	5592	5806	5903	6021	6134	6256	6366	6494	6610	6742	6877
B25	30.83	2312.25	5010	5192	5385	5592	5806	6021	6134	6256	6366	6494	6610	6742	6863	7001	7141
B26	31.95	2396.25	5192	5385	5592	5806	6021	6256	6366	6494	6610	6742	6863	7001	7129	7272	7417
B27	33.14	2485.50	5385	5592	5806	6021	6256	6494	6610	6742	6863	7001	7129	7272	7408	7556	7707
B28	34.41	2580.75	5592	5806	6021	6256	6494	6742	6863	7001	7129	7272	7408	7556	7696	7850	8007
B29	35.73	2679.75	5806	6021	6256	6494	6742	7001	7129	7272	7408	7556	7696	7850	7985	8145	8307
B30	37.05	2778.75	6021	6256	6494	6742	7001	7272	7408	7556	7696	7850	7985	8145	8295	8461	8631
B31	38.50	2887.50	6256	6494	6742	7001	7272	7556	7696	7850	7985	8145	8295	8461	8614	8786	8962
B32	39.96	2997.00	6494	6742	7001	7272	7556	7850	7985	8145	8295	8461	8614	8786	8955	9134	9317
B33	41.49	3111.75	6742	7001	7272	7556	7850	8145	8295	8461	8614	8786	8955	9134	9310	9497	9686
B34	43.08	3231.00	7001	7272	7556	7850	8145	8461	8614	8786	8955	9134	9310	9497	9670	9864	10061
B35	44.75	3356.25	7272	7556	7850	8145	8461	8786	8955	9134	9310	9497	9670	9864	10046	10247	10452
B36	46.50	3487.50	7556	7850	8145	8461	8786	9134	9310	9497	9670	9864	10046	10247	10446	10655	10868
B37	48.31	3623.25	7850	8145	8461	8786	9134	9497	9670	9864	10046	10247	10446	10655	10868	11086	11307
B38	50.12	3759.00	8145	8461	8786	9134	9497	9864	10046	10247	10446	10655	10868	11086	11294	11520	11750
			<b>Biweekly</b>	3905.25	4055.25	4215.75	4383.00	4552.50	4636.76	4729.50	4821.32	4917.75	5016.18	5116.50	5212.50	5316.75	5423.09
			<b>Hourly</b>	52.07	54.07	56.21	58.44	60.70	61.82	63.06	64.28	65.57	66.88	68.22	69.50	70.89	72.31

EXHIBIT C

**ST. LOUIS COUNTY CIVIL SERVICE - BASIC UNIT**  
**Conversion Chart for 2022 Pay Plan**  
**Pay Plan Effective 12/18/2021**

<u>Hourly</u>	<u>Bi-Weekly</u>	<u>Monthly</u>	<u>Hourly</u>	<u>Bi-Weekly</u>	<u>Monthly</u>	<u>Hourly</u>	<u>Bi-Weekly</u>	<u>Monthly</u>
14.76	1107.00	2399	23.27	1745.25	3781	40.68	3050.74	6610
15.17	1137.75	2465	23.61	1770.59	3836	40.76	3056.94	6623
15.53	1164.75	2524	23.74	1780.16	3857	41.49	3111.75	6742
15.96	1197.00	2594	24.08	1806.00	3913	42.24	3167.65	6863
16.35	1226.25	2657	24.45	1833.82	3973	42.32	3173.99	6877
16.83	1262.25	2735	24.56	1842.12	3991	43.08	3231.00	7001
16.97	1272.79	2758	24.94	1870.50	4053	43.87	3290.44	7129
17.31	1298.25	2813	25.27	1895.59	4107	43.94	3295.62	7141
17.43	1307.35	2833	25.44	1907.91	4134	44.75	3356.25	7272
17.78	1333.50	2889	25.78	1933.50	4189	45.59	3419.12	7408
17.92	1344.12	2912	26.14	1960.29	4247	45.65	3423.38	7417
18.28	1371.00	2971	26.30	1972.17	4273	46.50	3487.50	7556
18.43	1382.35	2995	26.66	1999.50	4332	47.36	3552.21	7696
18.80	1410.00	3055	27.07	2030.15	4399	47.43	3557.25	7707
19.02	1426.47	3091	27.19	2039.49	4419	48.31	3623.25	7850
19.18	1438.20	3116	27.61	2070.75	4487	49.14	3685.29	7985
19.40	1455.00	3153	28.09	2106.62	4564	49.28	3695.72	8007
19.58	1468.50	3182	28.16	2112.17	4576	50.12	3759.00	8145
19.79	1484.10	3216	28.65	2148.75	4656	51.05	3828.68	8295
19.97	1497.75	3245	29.12	2183.82	4732	51.12	3834.18	8307
20.21	1515.75	3284	29.22	2191.73	4749	52.07	3905.25	8461
20.37	1527.71	3310	29.70	2227.50	4826	53.01	3975.74	8614
20.61	1545.75	3349	30.23	2266.91	4912	53.11	3983.36	8631
20.81	1560.75	3382	30.29	2272.05	4923	54.07	4055.25	8786
21.02	1576.67	3416	30.83	2312.25	5010	55.11	4133.09	8955
21.23	1592.25	3450	31.32	2349.26	5090	55.15	4136.36	8962
21.46	1609.50	3487	31.45	2358.50	5110	56.21	4215.75	9134
21.65	1624.10	3519	31.95	2396.25	5192	57.29	4297.06	9310
21.89	1641.75	3557	32.49	2436.76	5280	57.33	4300.07	9317
22.33	1674.75	3629	32.59	2444.18	5296	58.44	4383.00	9497
17.16	1287.00	2789	33.14	2485.50	5385	59.51	4463.24	9670
17.65	1323.75	2868	33.74	2530.15	5482	59.61	4470.66	9686
18.15	1361.25	2949	33.80	2535.21	5493	60.70	4552.50	9864
18.69	1401.75	3037	34.41	2580.75	5592	61.82	4636.62	10046
19.27	1445.25	3131	35.03	2627.21	5692	61.91	4643.55	10061
19.84	1488.00	3224	35.10	2632.37	5703	63.06	4729.50	10247
20.07	1505.15	3261	35.73	2679.75	5806	64.28	4821.32	10446
20.47	1535.25	3326	36.32	2724.26	5903	64.32	4824.09	10452
20.68	1550.74	3360	36.44	2733.35	5922	65.57	4917.75	10655
21.09	1581.75	3427	37.05	2778.75	6021	66.88	5016.11	10868
21.34	1600.74	3468	37.75	2830.88	6134	68.22	5116.50	11086
21.77	1632.75	3538	37.79	2834.33	6141	69.50	5212.50	11294
22.07	1655.15	3586	38.50	2887.50	6256	69.58	5218.83	11307
22.51	1688.25	3658	39.18	2938.24	6366	70.89	5316.75	11520
22.81	1711.03	3707	39.27	2945.25	6381	72.31	5423.09	11750
22.96	1722.02	3731	39.96	2997.00	6494			

EXHIBIT C

PAY PLAN B4

CORRECTIONS COUNSELOR, PROGRAM FACILITATOR, COOK AND  
JAIL PROGRAM OPERATIONS COORDINATOR

2022 PAY PLAN - 40 HOURS/WEEK

Reflects a 2.25% Increase (Plus a change in longevity length of service requirements & additional annual steps and longevities)  
Pay Plan Effective 12/18/2021

COOK - GRADE 14A

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step L1	Step L2	Step L3	Step L4	Step L5	Step L6	Step L7	Step L8
Annually	43,867	45,282	46,821	48,402	50,086	51,875	52,571	53,622	54,365	55,453	56,303	57,429	58,424	59,592	60,784
Monthly	3656	3773	3902	4033	4174	4323	4381	4469	4530	4621	4692	4786	4869	4966	5065
Biweekly	1687.20	1741.60	1800.80	1861.60	1926.40	1995.20	2021.96	2062.40	2090.98	2132.80	2165.49	2208.80	2247.06	2292.00	2337.84
Hourly	21.09	21.77	22.51	23.27	24.08	24.94	25.27	25.78	26.14	26.66	27.07	27.61	28.09	28.65	29.22

COOK LEAD - GRADE 16A

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step L1	Step L2	Step L3	Step L4	Step L5	Step L6	Step L7	Step L8
Annually	46,821	48,402	50,086	51,875	53,622	55,453	56,303	57,429	58,424	59,592	60,565	61,776	62,869	64,126	65,409
Monthly	3902	4033	4174	4323	4469	4621	4692	4786	4869	4966	5047	5148	5239	5344	5451
Biweekly	1800.80	1861.60	1926.40	1995.20	2062.40	2132.80	2165.49	2208.80	2247.06	2292.00	2329.41	2376.00	2418.04	2466.40	2515.73
Hourly	22.51	23.27	24.08	24.94	25.78	26.66	27.07	27.61	28.09	28.65	29.12	29.70	30.23	30.83	31.45

CORRECTIONS COUNSELOR - GRADE 20A

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step L1	Step L2	Step L3	Step L4	Step L5	Step L6	Step L7	Step L8
Annually	53,622	55,453	57,429	59,592	61,776	64,126	65,153	66,456	67,580	68,931	70,169	71,573	72,861	74,318	75,805
Monthly	4469	4621	4786	4966	5148	5344	5429	5538	5632	5744	5847	5964	6072	6193	6317
Biweekly	2062.40	2132.80	2208.80	2292.00	2376.00	2466.40	2505.88	2556.00	2599.22	2651.20	2698.82	2752.80	2802.35	2858.40	2915.57
Hourly	25.78	26.66	27.61	28.65	29.70	30.83	31.32	31.95	32.49	33.14	33.74	34.41	35.03	35.73	36.44

PROGRAM FACILITATOR - GRADE 20A

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step L1	Step L2	Step L3	Step L4	Step L5	Step L6	Step L7	Step L8
Annually	53,622	55,453	57,429	59,592	61,776	64,126	65,153	66,456	67,580	68,931	70,169	71,573	72,861	74,318	75,805
Monthly	4469	4621	4786	4966	5148	5344	5429	5538	5632	5744	5847	5964	6072	6193	6317
Biweekly	2062.40	2132.80	2208.80	2292.00	2376.00	2466.40	2505.88	2556.00	2599.22	2651.20	2698.82	2752.80	2802.35	2858.40	2915.57
Hourly	25.78	26.66	27.61	28.65	29.70	30.83	31.32	31.95	32.49	33.14	33.74	34.41	35.03	35.73	36.44

JAIL PROGRAM OPERATIONS COORDINATOR - GRADE 21A

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step L1	Step L2	Step L3	Step L4	Step L5	Step L6	Step L7	Step L8
Annually	55,453	57,429	59,592	61,776	64,126	66,456	67,580	68,931	70,169	71,573	72,861	74,318	75,553	77,064	78,605
Monthly	4621	4786	4966	5148	5344	5538	5632	5744	5847	5964	6072	6193	6296	6422	6550
Biweekly	2132.80	2208.80	2292.00	2376.00	2466.40	2556.00	2599.22	2651.20	2698.82	2752.80	2802.35	2858.40	2905.88	2964.00	3023.28
Hourly	26.66	27.61	28.65	29.70	30.83	31.95	32.49	33.14	33.74	34.41	35.03	35.73	36.32	37.05	37.79

**CIVIL SERVICE BASIC  
JOB CLASSIFICATIONS AS OF JANUARY 1 2020**

<b><u>CLASSIFICATION</u></b>	<b><u>GRADE</u></b>	<b><u>PAYPLAN</u></b>
ACCOUNTANT	B21	B1
ACCOUNTANT SENIOR	B23	B1
ACCOUNTING TECHNICIAN	B18	B1
ASSISTANT MINE INSPECTOR I	B17	B1
ASSISTANT MINE INSPECTOR II	B19	B1
AUTOMOTIVE TECHNICIAN	B16	B1
BUILDING MAINTENANCE HELPER	B15	B1
BUILDING MAINTENANCE WORKER	B18	B1
CARPENTER	B18	B1
CHILD SUPPORT OFFICER I	B18	B1
CHILD SUPPORT OFFICER II	B20	B1
COMMUNITY DEVELOPMENT REPRESENTATIVE	B20	B1
COOK	B14A	B1
COOK LEAD	B16A	B1
COMMUNITY HEALTH WORKER	B10	B1
CORRECTIONS COUNSELOR	B20A	B4
DRAFTING/PROPERTY RECORDS TECHNICIAN	B14	B1
DRAFTING/PROPERTY RECORDS TECHNICIAN	B16	B1
ELECTRONIC SYSTEMS TECHNICIAN	B21	B1
ELIGIBILITY INVESTIGATOR	B17	B1
EMERGENCY MANAGEMENT COORDINATOR	B20	B1
ENGINEERING AIDE TRAINEE	B01	B1
ENGINEERING TECHNICIAN	B16	B1
ENGINEERING TECHNICIAN INTERMEDIATE	B20	B1
ENGINEERING TECHNICIAN SENIOR	B22	B1
ENVIRONMENTAL PROJECT MANAGER	B23	B1
ENVIRONMENTAL SPECIALIST	B21	B1
ENVIRONMENTAL SPECIALIST SENIOR	B23	B1
ENVIRONMENTAL SPECIALIST TECHNICIAN	B20	B1
ENVIRONMENTAL TECHNICIAN	B20	B1
FAD TRAINER	B18	B1
FINANCIAL WORKER	B13	B1
FINANCIAL WORKER SENIOR	B16	B1
FOREST RECREATION SPECIALIST	B20	B1
FOREST ROAD TECHNICIAN	B16	B1
FORESTER I	B20	B1
FORESTER II	B22	B1
FORESTER III	B24	B1
FORESTER TRAINEE	B18	B1
FORESTRY TECHNICIAN I	B16	B1
FORESTRY TECHNICIAN II	B19	B1

FORESTRY TECHNICIAN III	B21	B1
FORESTRY TECHNICIAN TRAINEE	B14	B1
GIS PRINCIPAL	B23	B1
GIS SPECIALIST	B21	B1
GIS TECHNICIAN	B17	B1
GRADUATE ENGINEER	B21/1-5	B1
HAZARDOUS/INDUSTRIAL WASTE SPECIALIST	B19	B1
HEAD JANITOR	B14	B1
HOMECARE SPECIALIST	B06	B1
INFORMATION SPECIALIST I	B04	B1
INFORMATION SPECIALIST I	B06	B1
INFORMATION SPECIALIST II	B10	B1
INFORMATION SPECIALIST II	B12	B1
INFORMATION SPECIALIST III	B14	B1
INFORMATION SPECIALIST III	B16	B1
INSURANCE AND CLAIMS SPECIALIST	B24	B1
INTERN TRAINEE	B04	B1
IT APPLICATIONS DEVELOPER	B24	B1
IT APPLICATIONS DEVELOPER ASSOCIATE	B20	B1
IT APPLICATIONS DEVELOPER SENIOR	B26	B1
IT PROJECT AND BUSINESS ANALYST	B22	B1
IT PROJECT AND BUSINESS ANALYST SENIOR	B26	B1
IT SUPPORT ENGINEER	B24	B1
IT SUPPORT ENGINEER ASSOCIATE	B20	B1
IT SUPPORT SPECIALIST	B16	B1
IT SYSTEMS ENGINEER	B24	B1
IT SYSTEMS ENGINEER ASSOCIATE	B20	B1
IT SYSTEMS ENGINEER SENIOR	B26	B1
JAIL PROGRAM OPERATIONS COORDINATOR	B21A	B4
JANITOR	B09	B1
JANITOR *	B11	B1
LEAD ELECTRONIC SYSTEMS TECHNICIAN	B23	B1
LEGAL SECRETARY I	B10	B1
LEGAL SECRETARY I	B12	B1
LEGAL SECRETARY II	B14	B1
LEGAL SECRETARY II	B16	B1
LICENSED LAND SURVEYOR	B23	B1
LOSS CONTROL SPECIALIST	B23	B1
LOSS CONTROL SPECIALIST SENIOR	B25	B1
MINERAL DEVELOPMENT SPECIALIST	B25	B1
OFFICE ASSISTANT	B02	B1
OFFICE ASSISTANT	B03	B1
PLANNER	B20	B1
PRINCIPAL APPRAISER	B24	B1
PROCUREMENT SPECIALIST	B19	B1
PROCUREMENT SPECIALIST SENIOR	B22	B1

PROGRAM FACILITATOR	B20A	B4
PROPERTY ROOM TECHNICIAN	B15	B1
PUBLIC HEALTH ANALYST	B25	B1
PUBLIC HEALTH EDUCATOR I	B20	B1
PUBLIC HEALTH EDUCATOR II	B22	B1
PUBLIC HEALTH NURSE	B22	B1
PUBLIC HEALTH NURSE SENIOR	B24	B1
PUBLIC HEALTH PROGRAM COORDINATOR	B25	B1
REGISTERED NURSE HUMAN SERVICES	B21	B1
RESIDENTIAL APPRAISER I	B20	B1
RESIDENTIAL APPRAISER II	B22	B1
RESOURCE PLANNER	B20	B1
RIGHT OF WAY AGENT	B23	B1
SENIOR PLANNER	B23	B1
SERVICE CENTER SPECIALIST	B12	B1
SERVICE WORKER	B01	B1
SOCIAL PROGRAMS COORDINATOR	B18	B1
SOCIAL SERVICES SPECIALIST I	B13	B1
SOCIAL SERVICES SPECIALIST II	B15	B1
SOLID WASTE TECHNICIAN	B14	B1
SOLID WASTE WORKER II	B09	B1
SOLID WASTE WORKER INTERMEDIATE	B06	B1
SURVEY TECHNICIAN I	B15	B1
SURVEY TECHNICIAN II	B18	B1
SURVEY TECHNICIAN III	B21	B1
SURVEY TECHNICIAN TRAINEE	B12	B1
TAX FORFEITED LAND COORDINATOR	B23	B1
UTILITY WORKER I	B03	B1
UTILITY WORKER II	B08	B1
VETERANS SERVICE OFFICER I	B18	B1
VETERANS SERVICE OFFICER II	B20	B1
WORKERS' COMPENSATION CASE COORDINATOR	B21	B1
YOUTH PROGRAM COORDINATOR	B19	B1
ZZ INFORMATION SPECIALIST II	B13	B1
ZZ INFORMATION SPECIALIST II	B11	B1
ZZ TECHNICAL SERVICES COORDINATOR	B27	B1

\*Employees in the Janitor job class are eligible to move to grade B11 after three years of service in the Janitor class at the lower grade of B09





# Saint Louis County

100 North Fifth Avenue West, Room 202 • Duluth, MN 55802-1287  
Phone: (218) 726-2450 • Fax: (218) 726-2469 • www.stlouiscountymn.gov

December 17, 2016

Mr. Ken Loeffler-Kemp  
Field Representative  
AFSCME Council 5  
211 West Second Street, Suite 200  
Duluth, MN 55802

RE: 2017-2019 St. Louis County Civil Service Basic Unit Agreement

Dear Mr. Loeffler-Kemp,

This letter will confirm that during negotiation of the 2017-2019 Civil Service Basic Unit agreement, the parties agreed that the contact could be reopened upon mutual agreement for limited purposes of negotiating proposed benefit changes to the St. Louis County health plan.

Yours very truly,

  
County Board Chairman

Accepted on behalf of AFSCME Council 5:

By: 

Its: Field Representative

By: 

Its: Northern Field Director

By: 

Its: Local 166 President

**ADDENDUM 1  
8 HOUR SCHEDULE AGREEMENT  
SUPPLEMENTAL LABOR AGREEMENT  
ST. LOUIS COUNTY BOARD OF COMMISSIONERS  
AND  
CIVIL SERVICE BASIC UNIT-AFSCME COUNCIL 5  
(St. Louis County Sheriff's Office Corrections Division Food Services)**

This Addendum to the Civil Service Basic Bargaining Agreement is entered into by and between the St. Louis County Board of Commissioners, herein referred to as the "Employer", and the Civil Service Basic Bargaining unit, AFSCME Council 5, hereinafter referred to as the "Union".

WHEREAS, the Employer and the union desire to provide for an eight (8) hour day work schedule for employees in the Sheriff's Office Corrections Division Food Services who are covered by the Civil Service Basic Bargaining Agreement, hereinafter referred to as the "Basic Agreement"; and

WHEREAS, the Employer and Union desire to accomplish a work schedule that will promote a more efficient delivery of services;

NOW, THEREFORE, the parties agree that an eight (8) hour work schedule may be established as follows:

I. Work Day/Work Week

Notwithstanding the provisions of Article 4 – WORK DAY/WORK WEEK, Section 1, of the Basic Agreement, the following shall apply to the work schedule of Food Services employees in the Corrections Division:

The normal workday shall be eight (8) hours, and the normal work week shall be (40) hours. The annual work year shall be two thousand eighty hours (2080).

II. Overtime

Notwithstanding the provision of Article 6 – OVERTIME, Section 1, of the Basic Agreement, the following shall apply to the work schedule of Food Services employees in the Corrections Division:

All employees required to work over eight (8) hours per day or forty (40) hours per week shall be paid in cash at the overtime rate of one and one-half (1 ½) times their regular rate. However, each hour over eight (8) per day or forty (40) per week may be accrued as compensatory time at time and one-half.

Compensatory time off shall be taken at times agreed to by the supervisor and the employee. If an employee is unable to use and take said compensatory time off before the end of the payroll year, the employee shall automatically be paid for said accumulated compensatory time in a separate check no later than January 15 of the following year in which the compensatory time was earned, except that at the employee's option, up to forty (40) hours of compensatory time may be carried over to the following year. All overtime payoffs shall be paid at the pay plan rate in effect during the payroll year in which the overtime was earned.

### III. Leave Time

If an employee covered by this agreement is on approved paid leave on a scheduled work day, the employee shall use the same number of hours of accrued leave as the number of scheduled duty hours absent from work.

### IV. Holidays

Notwithstanding the provisions of Article 8 – HOLIDAYS, Section 2 and Section 3, of the Basic Agreement, the following shall apply to the work schedule of Food Service Employees in the Corrections Division:

When a holiday listed in the Basic Agreement falls on an employee's scheduled work day, and the employee does not work the holiday, the employee shall receive eight (8) hours holiday pay.

When a holiday listed in the Basic Agreement falls on an employee's scheduled work day, and the employee works the holiday, the employee shall receive one and one-half (1 ½) times their regular hourly rate for all hours worked except hours worked exceeding eight (8) hours shall be paid at two and one-half (2 ½) times their regular rate.

V. Vacation

Notwithstanding the provisions of Article 10 – Vacations, Section 1, of the Basic Agreement, the following shall apply to the work schedule of Food Services employees in the Corrections Division:

<u>Years of Service</u>	<u>Hours per Pay Period Earned</u>
Commencing 0 through 1 years	2.00
Commencing 2 through 3 years	4.00
Commencing 4 through 5 years	5.50
Commencing 6 through 10 years	6.50
Commencing 11 through 15 years	7.25
Commencing 16 through 20 years	7.75
Commencing 21 through 24 years	8.75
25 Years and Over -	9.50

Vacation hours may accumulate up to two hundred ninety (290) hours at any time during the year.

VI. Sick Leave

Notwithstanding the provisions of Article 11 - SICK LEAVE, Section 1 Accrual Schedule, of the Basic Agreement, the following shall apply to the work schedule of the Food Services employees in the Corrections Division:

<u>Years of Service</u>	<u>Hours per Pay Period Earned</u>
Commencing 0 through 12 months	2.00
Commencing 13 through 24 months	3.75
Commencing 25 months and over	5.75

VII. Conflicts

During the effective dates of this Supplemental Agreement, all articles and provisions of the Basic Agreement and Civil Service Rules and Regulations shall apply. If a condition covered in the Basic Agreement has not been amended to permit the operation of the eight (8) hour work schedule, the Employer and the Union agree to meet and confer regarding proper settlement of the problem, but such meeting shall not be considered a reopening of the Basic Agreement, and

such meeting being specifically limited to discussion regarding this work schedule agreement.

VIII. Termination

This Supplemental Agreement may be terminated by the Employer or the Union without cause upon thirty (30) days written notice of intent to terminate by either party. If this Supplemental Agreement is terminated, employees shall revert to the existing schedule worked prior to implementation of this Agreement. The parties may agree to meet and confer for the purpose of entering into a new Supplemental Agreement.

Dated this 13<sup>th</sup> day of April, 2020

**FOR THE COUNTY BOARD**

  
\_\_\_\_\_  
Chairman

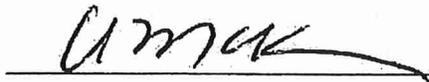
  
\_\_\_\_\_  
Sheriff

  
\_\_\_\_\_  
County Auditor - Deputy

**FOR THE UNION**

  
\_\_\_\_\_  
Field Director, AFSCME Council 5

  
\_\_\_\_\_  
President, Local 66

  
\_\_\_\_\_  
Field Representative

Approved as to form and execution:

  
\_\_\_\_\_  
County Attorney Assistant  
2020-013726

**CIVIL SERVICE BASIC UNIT  
SUPPLEMENTAL LABOR AGREEMENT  
IT DEPARTMENT - REMOTE SUPPORT, STAND-BY**

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This Supplemental Agreement to the Civil Service Basic Unit labor agreement is effective the 3rd day of August, 2019.

**A. Remote Support**

A.1 **Definition:** Remote support means providing application or computing infrastructure support in response to a request received while the employee is in non-pay, off-duty status from a serviced department, an IT supervisor, or an IT employee authorized to request remote support. Remote support may be provided by telephone response or by logging into the County computer network. The Department will provide appropriate equipment, as determined necessary by the Department, to an employee who is to provide remote support.

A.2 **Compensation:** An employee shall be compensated at the employee's regular hourly rate for work time spent responding to a request for remote support, subject to the following schedule of minimum compensation:

<b><u>Time of Call for Remote Support</u></b>	<b><u>Minimum Compensation</u></b>
After 8:00 a.m. until 4:30 p.m.	1 hour @ time and one half
After 4:30 p.m. until 8:00 a.m.	2 hours @ time and one half
<b><u>Holidays – Time of Call for Remote Support</u></b>	<b><u>Minimum Compensation</u></b>
After 8:00 a.m. until 4:30 p.m.	1 hour @ double time and one half
After 4:30 p.m. until 8:00 a.m.	2 hours @ double time and one half

Provided, however, a request for remote support which requires that the employee travel to the County work site will be compensated in accordance with Article 7, Call Back, of the Civil Service Basic Unit labor agreement, regardless of the time the call is received.

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During any period in which the employee is receiving compensation, including the minimum compensation set forth in this Section, the employee shall not be eligible for additional remote support compensation. (For example, an employee responding to a call for remote support received at 1:00 a.m. would not be eligible for additional compensation for responding to another call or traveling to the County work site between 1:00 a.m. and 3:00 a.m.)

A.3 Eligibility: An employee is eligible to receive compensation for providing remote support in response to a request received while the employee is off duty and away from the County work site. An employee need not be on stand-by in order to be eligible to receive remote support compensation but if the employee is on stand-by duty, the employee is not eligible to receive stand-by compensation at the same time as remote support compensation.

### **B. Stand-By**

B.1 Purpose of Stand-By: Stand-by assignments will be used to provide application and computing infrastructure support for certain critical life safety functions, as set forth in Attachment A attached hereto. Stand-by assignments may be made to provide support for other functions upon mutual agreement between the Department Head and the Union.

B.2 Classifications Eligible for Stand-By Assignment: The Department Head shall notify the Union of the classifications which the Department Head designates as eligible for stand-by assignment. In addition, members of other bargaining units, including by way of example and without limitation supervisory units, may be assigned stand-by duty if determined to be qualified by the Department Head.

Employees within eligible classifications may advise the Department Head of their desire to be included or not included in the stand-by duty assignment pool. Although all qualified employees in the eligible classifications are subject to stand-by duty assignment pursuant to the terms of this Supplemental Agreement, the Department will take into consideration an employee's desire to not be included in the pool, and will not assign the employee to stand-by, subject to, however, the Department's ability to obtain adequate staffing of stand-by duty assignments. Qualified, eligible employees who volunteer for and are accepted into the stand-by assignment pool shall be appointed to the pool in the order of seniority and shall be deemed to have given a commitment of a minimum of one year of participation in the pool. In no case shall the Department Head assign an employee to an involuntary stand-by assignment for a period of more than two (2) years without a break of one (1) year. Qualified, eligible employees involuntarily assigned to the stand-by pool shall be assigned in the reverse order of seniority.

B.3 Stand-By Shifts: Stand-by shifts shall be from 4:30 p.m. to 7:00 a.m. Monday through Thursday and from 4:30 p.m. Friday continuously to 7:00 a.m. Monday. In addition, on

holidays as designated in Article 8, Section 1 of the Civil Service Basic Unit labor agreement, stand-by shall be continuous from 4:30 p.m. the day preceding the holiday to 7:00 a.m. the day following the holiday.

Stand-by shifts shall be scheduled in one week increments beginning at 4:30 p.m. Tuesday and ending at 7:00 a.m. Tuesday. The schedule of stand-by duty assignments shall be posted on a quarterly basis. Scheduling will be coordinated by IT Department management in consultation with affected employees.

An eligible employee may be assigned to stand-by duty for not more than one week in every six weeks). However, eligible employees may volunteer for additional weeks of stand-by duty assignment. The Department will request volunteers before assigning stand-by duty.

B.4 Equipment: The Employer will provide to employees who are assigned to stand-by duty the necessary equipment, as determined by the Employer, to provide remote support.

B.5 Coordination With Served Departments: The Employer will advise served departments of the stand-by duty assignment schedule and indicate that calls for assistance are to be directed to the employee assigned to stand-by duty.

B.6 Stand-By Duty Compensation: An employee assigned to stand-by duty shall be compensated at the rate of \$ 3.75 per hour for all hours served in assigned stand-by duty status except that after 7½ hours of stand-by duty on a holiday, the employee shall be paid \$6.00 per hour served in stand-by duty status for the remainder of the holiday. Stand-by duty time is not credited as “hours worked” and therefore is not included in the computation of hours worked per day or per week for the purpose of calculating 1½ overtime compensation. An employee shall not be eligible for stand-by duty pay and another pay status simultaneously.

B.7 Available And Able To Work: It is the employee’s responsibility to continuously update the Department on how the employee can be reached during a stand by duty assignment. The employee shall respond to the call within fifteen (15) minutes. An employee who fails to respond to a call by the Department within fifteen (15) minutes or who fails to report for duty promptly as required by this paragraph B.7 shall forfeit the stand by duty pay for the period and may be subject to additional disciplinary action based on just cause and subject to the contractual grievance procedure.

An eligible employee who is on stand-by duty assignment must be “available and able to work” during the entire period of the stand by duty assignment. “Available and able to work” means that the employee is able to commence work within thirty (30) minutes of receipt of a call, or report to the work site within one hour of receipt of the call from the Department. “Available and able to work” also means that the employee shall not be under the influence of alcohol or

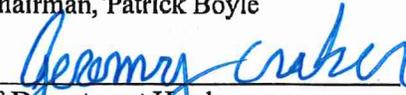
mind altering drugs during the period the employee is assigned to stand by duty.

B.8 Integration: This Supplemental Agreement shall be attached to and considered part of the Civil Service Basic Unit labor agreement. All provisions of the Civil Service Basic Unit labor agreement not specifically modified herein shall continue in full force and effect for employees covered by this Supplemental Agreement.

Dated this 13<sup>th</sup> day of April, 2020.

**FOR THE COUNTY BOARD:**

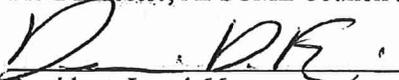
  
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Chairman, Patrick Boyle

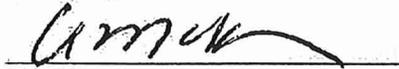
  
\_\_\_\_\_  
IT Department Head

  
\_\_\_\_\_  
County Auditor - Deputy

**FOR THE UNION:**

  
\_\_\_\_\_  
Field Director, AFSCME Council 5

  
\_\_\_\_\_  
President, Local 66

  
\_\_\_\_\_  
Field Representative

Approved as to form and execution:

  
\_\_\_\_\_  
County Attorney - Assistant

2020-013726

**ATTACHMENT A**

The IT Department Head will have discretion to select the technology systems for which stand-by assignments may be used to provide application and computing infrastructure support.

**CIVIL SERVICE BASIC UNIT  
SUPPLEMENTAL LABOR AGREEMENT  
COMMUNICATIONS DEPARTMENT - REMOTE SUPPORT, STAND-BY**

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This Supplemental Agreement to the Civil Service Basic Unit Labor Agreement is effective the 3rd day of August, 2019.

**A. Remote Support**

A.1 **Definition:** Remote support means providing technical support in response to a request received while the employee is in non-pay, off-duty status from a serviced department, a Communications Department supervisor, or a Communications Department employee authorized to request remote support. Remote support may be provided by telephone response or by communications through the County radio networks. The Department will provide appropriate equipment, as determined necessary by the Department, to an employee who is to provide remote support.

A.2 **Compensation:** An employee shall be compensated at the employee's regular hourly rate for work time spent responding to a request for remote support, subject to the following schedule of minimum compensation:

<b><u>Time of Call for Remote Support</u></b>	<b><u>Minimum Compensation</u></b>
After 7:00 a.m. until 8:00 p.m.	1 hour @ time and one half
After 8:00 p.m. until 7:00 a.m.	2 hours @ time and one half

Provided, however, a request for remote support which requires that the employee travel to the County work site will be compensated in accordance with Article 7, Call Back, of the Civil Service Basic Unit labor agreement, regardless of the time the call is received.

During any period in which the employee is receiving compensation, including the minimum compensation set forth in this Section, the employee shall not be eligible for additional remote support compensation. (For example, an employee responding to a call for remote support received at 1:00 a.m. would not be eligible for additional compensation for responding to another call or traveling to the County work site between 1:00 a.m. and 3:00 a.m.)

A.3 Eligibility: An employee is eligible to receive compensation for providing remote support in response to a request received while the employee is off duty and away from the County work site. An employee need not be on stand-by in order to be eligible to receive remote support compensation but if the employee is on stand-by duty, the employee is not eligible to receive stand-by compensation at the same time as remote support compensation.

## **B. Stand-By**

B.1 Purpose of Stand-By: Stand-by assignments will be used to provide technical radio communications infrastructure support for certain critical life safety functions, as set forth in Appendix A attached hereto. Stand-by assignments may be made to provide support for other functions upon mutual agreement between the Department Head and the Union.

- B.2 Classifications Eligible for Stand-By Assignment: All employees in the following classifications are eligible for stand-by assignment:
  - Electronic Systems Technician

Additional Civil Service Basic Unit classifications may be added to the list of eligible classifications upon mutual agreement of the Department Head and the Union. In addition, members of other bargaining units, including by way of example and without limitation supervisory units, may be assigned stand-by duty if determined to be qualified by the Department Head.

Employees within eligible classifications may advise the Department Head of their desire to be included or not included in the stand-by duty assignment pool. Although all qualified employees in the eligible classifications are subject to stand-by duty assignment pursuant to the terms of this Supplemental Agreement, the Department will take into consideration an employee's desire to not be included in the pool, and will not assign the employee to stand-by, subject to, however, the Department's ability to obtain adequate staffing of stand-by duty assignments. Qualified, eligible employees who volunteer for and are accepted into the stand-by assignment pool shall be deemed to have given a commitment of a minimum of one year of participation in the pool.

B.3 Stand-By Shifts: Stand-by shifts shall be from 5:30 p.m. to 7:00 a.m. Monday through Thursday and from 5:30 p.m. Friday continuously to 7:00 a.m. Monday. In addition, on holidays as designated in Article 8, Section 1 of the Civil Service Basic Unit labor agreement, stand-by shall be continuous from 5:30 p.m. the day preceding the holiday to 7:00 a.m. the day following the holiday.

Stand-by shifts shall be scheduled in one week increments beginning at 5:30 p.m. Wednesday and ending at 7:00 a.m. Wednesday. The schedule of stand-by duty assignments shall be posted on a quarterly basis. Scheduling will be coordinated by Communications Department management in consultation with affected employees.

An eligible employee may be assigned to stand-by duty for not more than one week in every four weeks. However, eligible employees may volunteer for additional weeks of stand-by duty assignment. The Department will request volunteers before assigning stand-by duty.

B.4 Equipment: The Employer will provide to employees who are assigned to stand-by duty the necessary equipment, as determined by the Employer, to provide remote support. This will include, at a minimum, a cellular phone or pager.

B.5 Coordination With Served Departments: The Employer will advise served departments of the stand-by duty assignment schedule and indicate that calls for assistance are to be directed to the employee assigned to stand-by duty.

B.6 Stand-By Duty Compensation: An employee assigned to stand-by duty shall be compensated at the rate of \$3.75 per hour for all hours served in assigned stand-by duty status except that after 7½ hours of stand-by duty on a holiday, the employee shall be paid \$6.00 per hour served in stand-by duty status for the remainder of the holiday. Stand-by duty time is not credited as “hours worked” and therefore is not included in the computation of hours worked per day or per week for the purpose of calculating 1½ overtime compensation. An employee shall not be eligible for stand-by duty pay and another pay status simultaneously.

B.7 Available And Able To Work: An employee on stand by duty pay shall be reachable by telephone when called. The employee shall respond to the call within fifteen (15) minutes. An employee who fails to respond to a call by the Department within fifteen (15) minutes or who fails to report for duty promptly as required by this

paragraph B.7 shall forfeit the stand by duty pay for the period and may be subject to additional disciplinary action based on just cause and subject to the contractual grievance procedure.

It is the employee's responsibility to continuously update the Department on how the employee can be reached during a stand by duty assignment.

Eligible employees assigned to stand by duty status are required to be reachable by telephone or, alternatively, by beeper, pager, cell phone or other County-supplied portable device. An eligible employee who is on stand-by duty assignment must be "available and able to work" during the entire period of the stand by duty assignment. "Available and able to work" means that the employee is able to commence work within thirty (30) minutes of receipt of a call and thereafter proceed diligently and without interruption in responding to the problem. "Available and able to work" also means that the employee shall not be under the influence of alcohol or mind altering drugs during the period the employee is assigned to stand by duty.

**B.8 Planning for Cross Training:** Management of the Communications Department intends to develop a plan for cross training so that all Electronic Systems Technicians have an opportunity to become familiar with both the northern St. Louis County and southern St. Louis County radio communications systems.

**B.9 Review, Renewal:** The parties shall meet, on a meet and confer basis, to review this Supplemental Agreement at 3, 6, 12 and 18 months following ratification.

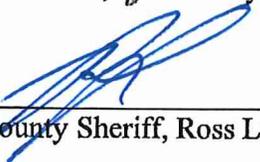
This Supplemental Agreement shall expire December 31, 2006, subject to the continuing contract provisions of PELRA. The parties agree to meet and negotiate regarding a renewal agreement prior to the date of expiration.

**B.10 Integration:** This Supplemental Agreement shall be attached to and considered part of the Civil Service Basic Unit labor agreement. All provisions of the Civil Service Basic Unit labor agreement not specifically modified herein shall continue in full force and effect for employees covered by this Supplemental Agreement.

Dated this 13<sup>th</sup> day of April, 2020.

**FOR THE COUNTY BOARD:**

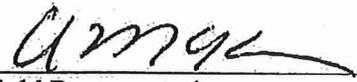
  
\_\_\_\_\_  
Chairman, Patrick Boyle

  
\_\_\_\_\_  
County Sheriff, Ross Litman

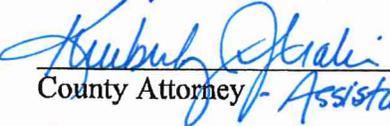
**FOR THE UNION:**

  
\_\_\_\_\_  
Field Director, AFSCME Council 5

  
\_\_\_\_\_  
President, Local 66

  
\_\_\_\_\_  
Field Representative

Approved as to form and execution:

  
\_\_\_\_\_  
County Attorney Assistant  
2020-013726

## APPENDIX A

The Communications Department Head and the Union have identified the following mutually agreed critical life safety functions for which stand-by assignments may be used to provide technical radio communications infrastructure support:

- a. 911 Emergency Communications
- b. NEMESIS Mobile Infrastructure



*Resolution*  
*of the*  
***Board of County Commissioners***  
*St. Louis County, Minnesota*  
*Adopted on: March 24, 2020 Resolution No. 20-182*  
*Offered by Commissioner: Musolf*

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**Civil Service Basic Agreement: 2020 – 2022**

RESOLVED, That the 2020-2022 Civil Service Basic Unit contract is ratified and the appropriate county officials are authorized to execute the Collective Bargaining Unit Agreement, a copy of which is on file in County Board File No. 61259.

Commissioner Musolf moved the adoption of the Resolution and it was declared adopted upon the following vote:  
Yeas – Commissioners Jewell, Boyle, Olson, McDonald, Musolf, Nelson and Chair Jugovich – 7  
Nays – None

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STATE OF MINNESOTA  
Office of County Auditor, ss.  
County of St. Louis

I, NANCY NILSEN, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 24<sup>th</sup> day of March, A.D. 2020, and that this is a true and correct copy.

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 24<sup>th</sup> day of March, A.D., 2020.

NANCY NILSEN, COUNTY AUDITOR

By

Clerk of the County Board/Deputy Auditor